

NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

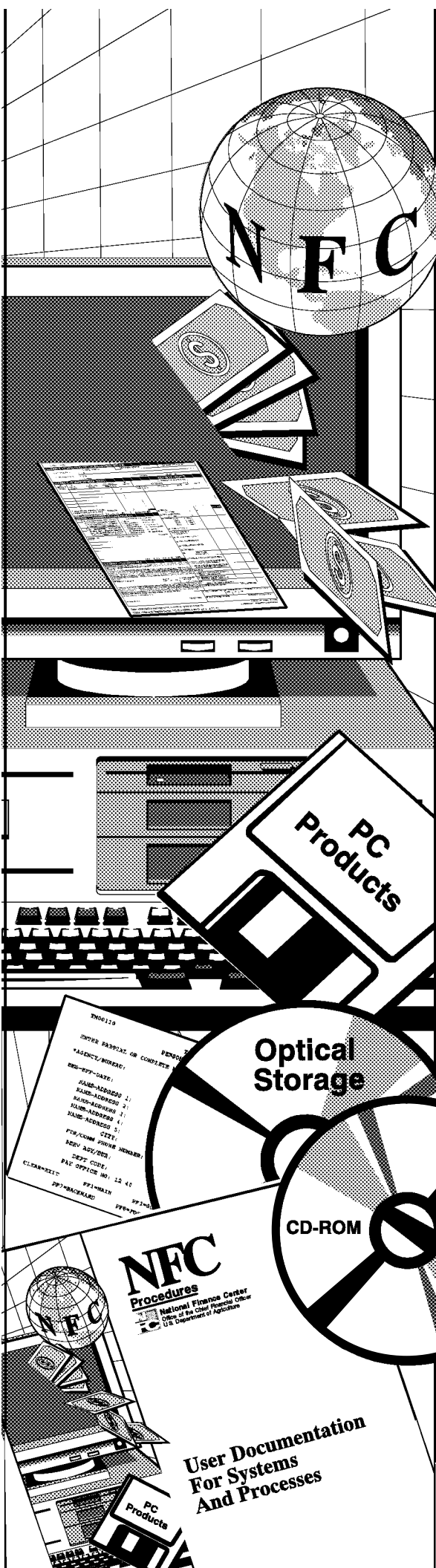
Updated February 2003

Special Payroll Processing System Mainframe/Block Mode Format (SPPS)

TITLE I
Payroll/Personnel Manual

CHAPTER 8
Manual Processing

SECTION 1
Special Payroll Processing System Mainframe/Block Mode
Format (SPPS)



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Payroll/Personnel Manual
Manual Processing
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Latest Update Information

SPPS Bulletin 03-1, Changes to SPPS, dated February 6, 2003, notified customers of new edits for the SSNO field on SPPS Program SX750004D, Death Case, Beneficiary Claimant Information.

The information in this bulletin has been incorporated into the SPPS procedure and is summarized below:

Description of Change	Page
Adds the following edits to the SSNO field on SPPS Program SX750004D:	
■ Claimant SSNO Cannot Begin With 78 Or 79: Please Reenter	62
■ Enter Valid SSNO	63

Changes in the text are identified by “▶◀”.

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About This Procedure

This procedure provides instructions for accessing and operating the Special Payroll Processing System (SPPS). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

[System Overview](#) describes what the system is used for and provides related background information.

[System Access](#) provides access security information and instructions for accessing the system.

[Operating Features](#) describes the system's design and how to use its operating features.

[Main Menu](#) gives instructions for selecting options from the system's primary selection screen.

Instructions for each **submenu** and **option** are provided under a separate heading. All options on a submenu are covered before going to the next option on the main menu. The menu and option screens are presented as figures within the text.

The [Appendix](#) section contains edit messages.

Pages are numbered consecutively at the bottom of each page.

What Conventions Are Used

This procedure uses the following visual aids:

- Messages displayed by the system are printed in *italics*. Example: The message *Delete Successful* is displayed.
- Field specifications are also printed in italics. Example: *SSNO (required, numeric field; 9 positions)*. Key in the employee's social security number.
- For date fields, "(mmddyy)" means that you should key in the date in month/day/year order, using leading zeros for single-digit months and days. Example: Key in the employee's separation date (mmddyy).

- For amount fields, key in the amount in dollars and cents with a separating decimal point.
- Data that is system generated or that you must key in exactly as shown is printed in ***bold italics***. Example: Key in *Y*.
- Emphasized text within a paragraph is printed in **bold**. Example: For FOCUS training, contact Customer Support personnel at **504-255-5230**.
- Figure, exhibit, and appendix references link figures, exhibits and appendixes with the text. These references are printed in a bold font as shown here. Example: The SPPS Banner Screen (**Figure 3**) is displayed.
- References to sections within the procedure are printed in bold as shown here. Example: Key in new data over the existing data in accordance with the entry instructions under **Adding A QSR Record**.
- Keyboard references are printed in brackets. Example: Press [Enter]. Press [PF6].
- Optional actions at the end of a processing function are preceded by square bullets. Example:
 - To return to the Main Menu, press [PF1].
- Important extra information is identified as a note. Example: **Note:** Enter only one code.

Who To Contact For Help

For questions about payroll/personnel policies and regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about NFC processing, contact the Payroll/Personnel Operations Section at **504-255-4630**.

For access to SPPS, contact your agency's NFC Security Officer.

For other questions about the system (including help with unusual conditions or obtaining access authority), contact Customer Support personnel at **504-255-5230**.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

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System Overview

The Special Payroll Processing System (SPPS) is an online database payment system of the U.S. Department of Agriculture (USDA). SPPS is being implemented in phases. It is currently used to (1) add, change, query, and update a quick service request; (2) record indebtedness for a separated employee and process the final payment due the employee; and (3) process and disburse payments to the estate of a deceased employee.

SPPS allows agencies to submit electronic transactions instead of mailing forms to the National Finance Center (NFC) for manual processing. Electronic transactions will eliminate delays usually caused by form preparation and mailing of data. Users will have greater control of document submission. Also, with each phase implemented, an inquiry option will reduce the number of phone inquiries and allow users direct access to information about specific transactions.

SPPS transactions are processed daily at approximately 11 a.m. Central Standard Time (CST). Records entered after 11 a.m. CST will be updated and processed the following day.

System Capabilities

SPPS performs the following functions:

- ☐ Generates a payment record which is certified at NFC.
- ☐ Calculates payroll and other forms of compensation as part of the Payroll/Personnel System on a daily cycle.
- ☐ Accesses data necessary to perform routine edits, calculate payments, and obtain employee address information from the payroll/personnel database.
- ☐ Identifies and deletes records for archival.
- ☐ Feeds collection and receivable records to the Administrative Billings and Collections System (ABCO) for accounting purposes.

System Interface

SPPS interfaces with other systems as follows:

Document Tracking System (DOTSE). DOTSE is used to (1) enter written inquiries, particularly those prepared on Form AD-354, Request For Information, (2) view the status of all inquiries (i.e., telephone and written) received at NFC, (3) enter and process recertified payments, (4) enter Form AD-343, Payroll Action Request, and (5) view the status of all manual payments

received at NFC. Manual payments for Quick Service Request (QSR) and the compensation to the beneficiary(ies) of a deceased employee are recorded and tracked in DOTSE.

Administrative Billings and Collections System (ABCO). ABCO accepts accounts receivable and collection data for administrative billings which are monitored until collected through an automated system. Debts for a separated, indebted employee and a deceased employee recorded in ABCO are displayed in SPPS and are used to determine final payments. Debts for separated employees that are unable to be collected from the employee's final payment are sent to ABCO to generate a receivable.

Payroll Processing System (PAYE). PAYE computes gross pay, makes applicable deductions, develops the net amount due, and prepares data for subsequent issuance of a salary check by the Department of the Treasury (Treasury). PAYE also creates accounting records and feeds SPPS payroll information for deceased and separated, indebted employees. PAYE processes on the first Friday and Saturday after the pay period.

Payroll/Personnel Edit System (PINE). PINE edits personnel actions and payroll documents entered through the Personnel Action Processing System (PACT) and Payroll/Personnel Remote Entry System (PRES) before they are applied to the Payroll/Personnel database.

Personnel Processing System (PEPL). PEPL performs the update function in the personnel areas of the database and produces a log of all transactions applied to the data as well as utilization statistics and management reports. PEPL codes the Payroll/Personnel database to allow PAYE to feed applicable payroll data to SPPS.

Statistical Tabulation Analysis Tables System (STAT). STAT collects statistics of ADP online activity and replaces Cost and Productivity Analysis System (CPAS) statistics. Data for agency billing is posted through STAT.

Miscellaneous Income System (MINC). MINC records payments for vendors and contractors subject to IRS reporting. Payments to a deceased employee's heir(s) are processed through MINC.

Management Account Structure Codes System (MASC). MASC provides direct access to tables which contain pertinent information for various application programs. MASC also builds and maintains an accounting class code master file and alpha description master file for codes. Accounting data entered in SPPS is validated by MASC.

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Central Accounting System (CAS). CAS produces a complete range of financial management reports for Federal agency use. CAS reports provide timely and comprehensive accounting information that is used to control budget and operating plans, obligations, accrued expenditures, disbursements, and accomplishments. Suspense accounts established by the Payroll Accounting System (PACS) and SPPS are balanced through CAS.

Earning Statement System (EARN). EARN maintains earning information and generates earning statements. EARN provides pertinent messages relative to the disbursement of an indebted, separated or deceased employee's net pay.

Time and Attendance Validation System (TIME). TIME reads, collects, edits, and validates Time and Attendance (T&A) data transmitted to the payroll office. TIME updates the Payroll/Personnel database establishing the hours and type of pay for which the employee is paid. TIME processes live and corrected T&A Reports for deceased and indebted, separated employees.

Table Management System (TMGT). TMGT contains valid values and descriptions for certain fields. These fields in SPPS are validated against TMGT. When edits occur, users can verify the data against the valid data stored in TMGT.

W-2 System (WTWO). WTWO takes information generated from payroll and performs edits to ensure that taxable wages and tax percentages are correct, prints Form W-2, Wage And Tax Statement, and related reports, and mails completed reports. SPPS creates data pertaining to Old-Age Survivors and Disability Insurance (OASDI) and Hospital Insurance Tax (HITS) that adjusts the deceased employee's wages for the current tax year, and adjusts wages and taxes for indebted employees if the payment is not made in the year the employee separates.

Reports

Ad hoc reports are available through the FOCUS Reporting System. For instructions on using FOCUS, see the FOCUS Reporting System procedure, Title VI, Chapter 5, Section 4. For FOCUS training, contact Customer Support personnel at **504-255-5230**.

The following predefined reports are available through the Report Generator System (CULPRPT).

1. Report P0159, Quick Service Request Analysis Of QSR Payments Within Department By Reason Code Processing Pay Period No/Yr. This report analyzes the reasons for quick service request (QSR) payments for the current processing pay period.

2. Report P0160, Quick Service Request Transaction Register Processing Pay Period No/Yr. This report provides a detailed transaction listing of SPPS QSR payments recorded for the current processing pay period.

3. Report P0161, Quick Service Request Missing T&A Report Processing Pay Period No/Yr. This report identifies each QSR payment recorded in SPPS for which a corresponding T&A has not been provided.

4. Report P0162, Indebtedness Advanced Leave - Tax Credit Suspense Report. This report displays indebted, separated employees with advanced leave who may or may not be entitled to tax credits.

5. Report P0163, Death Case/Indebtedness Audit Error(s) For Processing Date XX/XX/XX. This report identifies errors that occurred as the result of a change being made after the payment is processed.

6. Report P0164, Death Case/Completed Claims By Agency/POI Thru Calendar Year Ending 12/31/XX. This report displays completed claims by agency for the prior calendar year. It also displays the last disbursement data and total disbursement amount and any payment remaining to be disbursed. This report is to be used to verify that the death case is complete.

7. Report P0165, Death Case/Status Of Active Claims By Agency/POI Thru Quarter Ending XX/XX/XX. This quarterly report displays the active status of death case claims by social security number.

8. Report P0166, Indebtedness/Active Cases As Of XX/XX/XX. This report displays the active status of indebtedness cases by social security number.

9. Report P0167, Indebtedness Advanced Leave Hours Collected By SPPS For Processing Pay Period/Yr XX/XX/XX. This report is used to notify agency personnel that the audited leave hours have been collected and that the advanced leave hours collected must be zeroed out from the Time Inquiry - Leave Update System (TINQ).

See the CULPRPT procedure, Title I, Chapter 20, Section 1, Payroll/Personnel Report Generator Systems for detailed information and exhibits of the reports.

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System Access

This section provides access security information and gives specific sign-on/sign-off instructions.

Remote Terminal Usage And Security

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

To access SPPS, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Security Access

The following information describes the security environment at NFC.

Security Software. System security at NFC is managed by CA TOP SECRET, a commercial access control package operated in an IBM Multiple Virtual Storage (MVS) environment. CA TOP SECRET provides protection for dataset, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilitates through a three-step process as follows:

1. CA TOP SECRET validates the user to determine if he/she is authorized to use SPPS. The user's logon access (user ID and password) is validated during the logon process.
2. CA TOP SECRET confirms that the user is authorized to use the requested facility.
3. CA TOP SECRET determines if the user is authorized to use the requested resources (*i.e., datasets, programs, transactions, database subschemas, Security Access Code (SAC), etc.*).

Validation Process. To facilitate user access to NFC maintained systems, significant interaction/interface among software packages is necessary to control access. This interaction is transparent to the user. The following steps occur during a sign-on to SPPS.

1. The user is prompted to enter his/her user ID and password.
2. At the Application prompt, the user then keys in SPPS.
3. CA TOP SECRET validates the user ID, password, and access authorization to SPPS.
4. Upon verification/validation of the user ID and password, the user is logged onto the NFC mainframe computer and into SPPS.
5. IDMS security controls are then checked. The user must be established in the data dictionary (the user record name is the same as the ACID name) in order to proceed.
6. The user is allowed to execute the SPPS program which will perform his/her assigned function as long as his/her security access for the program match.
7. The CA TOP SECRET profiles are used to determine if the user can access the subschema where the data is stored. The CA TOP SECRET user's permissions are read to determine if access is allowed.

The SAC is used to verify if access is to be granted to a particular record. The primary SAC entry path is:

SAC: SNDDSASSSSAA

SAC:TNDDSASSSSAA, Where N=5 For Agriculture users or N=7 for Treasury users, or N=6 for Non-Agriculture/Non-Treasury users

In the primary SAC entry path, DD=Department, SA=Servicing Agency, SSSS=POI (SON), and AA=Agency.

SPPS Security

SPPS is protected through a record level security. SPPS's record level security is controlled via a SAC. The SAC assigns a specific SPPS code for each agency; thereby, security is assured at the record level. The SPPS code mandates the record access. Therefore, one agency cannot access the data for another agency

Users must request access through their agency's security office. The request should provide the following data: Name of user, agency, user ID, type of access (retrieval only for all records, update access for all records (NFC only), update access for QSR records, update access for DC records, update access for IND records, or focus retrieval), telephone number, application name and SAC.

password. Press [Tab]. You may change your password any time but not more than once a day.

4 Enter **Application Name** (*required, alphanumeric field; max. of 9 positions*). Key in **SPPS** and press [Enter]. The SPPS banner screen (**Figure 2**) is displayed, except when NFC needs to communicate special system function messages.

- In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (**Figure 3**) is displayed. Press [Enter] again to display the SPPS banner screen.

- Instructions for using the SPSS Main Menu begin on page 11.

- 3 New Password** (*alphanumeric field; 6 to 8 positions*). If your current password expires, key in a new



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```
=====
==  XX/XX/XX      SNAMOD2      NFC MENU      T3134806      15:12:50  CT  ==
=====
==  SELECT ONE:                                     ==
==  1. PAYROLL/PERSONNEL SYSTEMS                    ==
==  2. FINANCIAL INFORMATION SYSTEMS                 ==
==  3. PROPERTY MANAGEMENT INFORMATION SYSTEMS       ==
==  4. ADMINISTRATIVE INFORMATION SYSTEMS             ==
==  5. DEVELOPMENT SYSTEMS <NFC ONLY>                 ==
==  6. DATA BASE TEST SYSTEMS <NFC ONLY>             ==
==  7. MISSION ASSIGNMENT TRACKING SYSTEM <GAO ONLY>   ==
==  8. DIRECTIVES BULLETIN BOARD                     ==
==  ENTER APPLICATION NAME OR SELECTION NUMBER ==>    PF11 = EXIT ==
=====
==                                     MESSAGE BOARD                                     ==
=====
```

Figure 3. NFC Menu

Sign-Off

To exit SPPS, press [Clear] at any screen. The Enter Next Task Code prompt (**Figure 4**) is displayed. Key in *bye* and press [Enter].

The NFC Menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the

mainframe, you are automatically disconnected after your terminal is inactive for a short time.

```
=====
==  Enter Next Task Code                               ==
==  bye                                                 ==
=====
```

Figure 4. Enter Next Task Code Prompt

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Operating Features

This section describes the system's design and operating features.

System Design

SPPS is designed with a main menu and submenus. The main menu lists general options. The submenus list specific options related to the general options.

Help Screens

Help screens are available for all entry fields displayed on the screens. To obtain a Help screen, position the cursor on the field in question and press [PF5]. The Help screen is displayed and provides a description of the fields. Press [PF5] to return to the previous screen.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit message is displayed at the bottom of the screen. All errors must be corrected before the database is updated. See the Appendix for a list of edit messages.

Function Keys

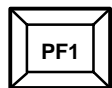
Your keyboard includes :

- Program function keys ([PA], [PF], [F], etc.), used to execute functions and display specific screens in the system
- Other function keys ([Enter], [Clear], etc.)

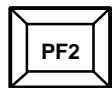
For instructions on your equipment usage for these keys, see the manufacturer's operating guide.

The special functions of these keys in SPPS are displayed at the bottom of each screen. Descriptions are provided below:

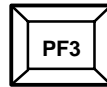
Key Functions



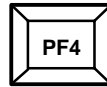
Used to return to the Main Menu.



Used for a variety of functions depending on the screen. Functions are described with screen instructions.



Used for a variety of functions depending on the screen. Functions are described with screen instructions.



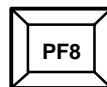
Used for a variety of functions depending on the screen. Functions are described with screen instructions.



Used to display the Help screen.



Used for a variety of functions depending on the screen. Functions are described with screen instructions.



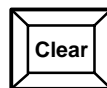
Used for a variety of functions depending on the screen. Functions are described with screen instructions.



Used for a variety of functions depending on the screen. Functions are described with screen instructions.



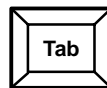
Used for a variety of functions depending on the screen. Functions are described with screen instructions.



Used to exit the system.



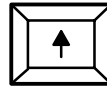
Used to enter data into the system after you have keyed it in at a screen.



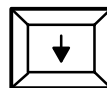
Used to move the cursor from field to field.



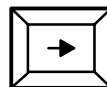
Used to position the cursor in the first entry field.



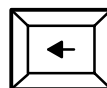
Used to move the cursor up from line to line.



Used to move the cursor down from line to line.



Used to move the cursor to the right from position to position within a field.



Used to move the cursor to the left from position to position within a field.

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Main Menu

After you access the SPPS banner screen (**Figure 2**), press [Enter]. The Main Menu Screen (**Figure 5**) is displayed showing three options.

Below is a brief description of each option.

1. Quick Service Request (QSR). Used to process certain salary payments based on criteria established by the agency personnel office and NFC.

2. Indebtedness (For Separations Only). Used to record indebtedness for a separated employee, collect the indebted amount when possible, and process the final payment due the employee.

3. Death Case. Used to process unpaid compensation to the beneficiary(ies) of a deceased employee.

To select an option from the Main Menu, complete the Select (1-3) prompt and press [Enter].

Note: Instructions for options identified as “NFC Only” are not included in this procedure. These options can only be accessed by authorized NFC employees. NFC employees must refer to the internal procedure under Title I, Payroll/Personnel Manual, Chapter 7, Section 3, for instructions on the “NFC Only” options.

The screen for the selected option is displayed.

Instructions follow for using the system options.

```

SX70001D      U S D A, O F M, NATIONAL FINANCE CENTER      XX/XX/XX
                SPECIAL PAYROLL PROCESSING SYSTEM            15:57:25

                MAIN MENU SCREEN

                1. QUICK SERVICE REQUEST (QSR)
                2. INDEBTEDNESS (FOR SEPARATIONS ONLY)
                3. DEATH CASE

                SELECT (1-3) =====> _

                ** SELECT MENU SCREEN "1" THRU "3" AND PRESS ENTER KEY **

```

Figure 5. Main Menu Screen

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Quick Service Request (QSR)

Quick Service Request (QSR) is Option 1 on the Main Menu Screen (**Figure 5**). This option provides a menu of options that are used to add, change, delete, query, and update a QSR record.

A QSR is used to provide salary payment when an employee is not paid through the automated Payroll/Personnel System or manual payment process. This is a result of (1) a late personnel action or a late accession, (2) no check mailing address, (3) an agency in the middle of performing cancellation and correction actions to correct erroneous data in PACT, or (4) a late Time and Attendance Report (T&A). Agency personnel offices initiate QSR's if it is determined that an employee has not been paid. This determination can be made by querying the Information/Research Inquiry System (IRIS) or the Payroll/Personnel Inquiry System (PINQ) as early as the Monday prior to the Thursday payday for payments being made through the automated Payroll/Personnel System. For more information, see the IRIS procedure and/or the PINQ procedure. Inquiry can be made on the manual payment process through the Document Tracking System (DOTSE). For detailed information, see the DOTSE procedure.

There are three situations when SPPS cannot be used for a QSR payment: (1) when an employee is terminated, (2) when payment has already been made through the automated Payroll/Personnel System or manual payment process, and (3) when an employee was not paid for a prior pay period but has since received a payment for a subsequent pay period.

The QSR option is designed for entering data for the current processing pay period and three consecutive prior pay periods. Only one QSR record can be processed for a single pay period.

Users should enter QSR data based on criteria established by the agency personnel office. SPPS processes the QSR payment for the specified pay period. A receipt account (RA) is established on the payroll/personnel database for the QSR and is identified by RA Code **03**.

Note: A T&A must be transmitted immediately for each employee and for each pay period that a QSR payment is made. The RA is reversed after processing of the T&A(s) that satisfies the established RA amount. If a T&A is not transmitted before the processing of the following pay period, the payment will be collected against the T&A transmitted for the current processing pay period.

Inquiry regarding receipt account data can be viewed on IRIS Program 114, Receipt Accounts. Inquiries regarding the QSR payment data can be made through the History Inquiry option and DOTSE.

If a QSR is entered for the current processing pay period on the first Monday through Thursday, SPPS waits until the first Friday of the pay period to issue the payment.

QSR records are maintained for 27 pay periods in the history file which is accessed through the inquiry function. After 1 year, the records are converted to microfiche and retained for 6 years. QSR information no longer displaying in SPPS can be viewed in DOTSE. To receive information on data not in DOTSE, enter a Form AD-354, Request For Information, in the Inquiry Information option of DOTSE.

```
SX70003D      U S D A , O F M , NATIONAL FINANCE CENTER      XX/XX/XX
                SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)      15:57:54
                QUICK SERVICE REQUEST (QSR)

                QSR MENU SCREEN

                1. NEW REQUEST (ADD, CHANGE, OR DELETE)
                2. HISTORY INQUIRY
                3. COMMENT UPDATE (NFC USE ONLY)

                SELECT OPTION (1-3) =====> _

                ** SELECT MENU SCREEN OPTION "1" THRU "3" AND PRESS ENTER KEY **

                CLEAR=EXIT      PF1=MAIN MENU
```

Figure 6. QSR Menu Screen

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To select the QSR option, key in **I** at the Select (1-3) prompt on the Main Menu Screen (**Figure 5**), and press [Enter]. The QSR Menu Screen (**Figure 6**), is displayed showing 3 options.

Below is a brief description of each option:

- 1. New Request (Add, Change, or Delete).** Used to add a QSR or change or delete an existing QSR record.
- 2. History Inquiry.** Used to query (view) a paid QSR record for the current and 26 prior pay periods.

3. Comment Update (NFC Use Only). Used only by NFC employees to update the Explanation-Comments field. This data is displayed in the History Inquiry option.

To select an option from the QSR Menu Screen, complete the Select Option (1-3) prompt and press [Enter].

The screen for the selected option is displayed.

Instructions follow for using the options on the QSR Menu Screen.

- To return to the Main Menu, press [PF1].

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New Request

New Request is Option 1 on the QSR Menu Screen (Figure 6). This option is used to add a new QSR record. It is also used to change and delete an existing record.

To select this option, key in **I** at the Select Option (1-3) prompt. Press [Enter]. The New Request, Screen 1 (Figure 7), is displayed.

Instructions follow for using the functions in this option.

Adding A QSR Record. At the New Request, Screen 1, complete the fields as follows:

1 SSNO (required, numeric field; 9 positions). Key in the employee's social security number.

2 Agcy (required, alphanumeric field; 2 positions). Key in the employee's agency code.

3 POI (Personnel Office Identifier) (required, numeric field; 4 positions). Key in the employee's personnel office identifier code.

Pay Period

4 No (required, numeric field; 2 positions). Key in the effective pay period for the QSR record.

5 Yr (required, numeric field; 2 positions). Key in the last 2 digits of the year for the QSR record.

Name:

6 Last (required, alphanumeric field; max. of 17 positions). Key in the employee's last name. If the employee's SSNO is on the Payroll/Personnel database, this field is system generated.

7 First (required, alphanumeric field; max. of 12 positions). Key in the employee's first name. If the employee's SSNO is on the Payroll/Personnel database, this field is system generated.

8 Middle (optional, alphanumeric field; max. of 12 positions). Key in the employee's middle name or initial. If the employee's SSNO is on the Payroll/Personnel database, this field is system generated.

9 Function Code (required, alpha field; 1 position). Key in **A** (add). Valid values are **A** (add), **C** (change), and **D** (delete). This field indicates the function to be executed.

Press [Enter]. The message *Revalidate Social Security Number* is displayed. Key in the employee's social security number again for verification.

Press [Enter]. The New Request, Screen 2, is displayed.

If the data entered does not pass system edits, an edit message is displayed at the bottom of the screen. All data must pass system edits to advance to the next screen.

Figure 7 is a screenshot of the 'New Request, Screen 1' from the Special Payroll Processing System (SPPS). The screen is titled 'SCREEN 1 OF 3' and 'QUICK SERVICE REQUEST ** NEW REQUEST **'. It contains several fields for data entry, each with a number in a box indicating its position. The fields are: SSNO (1), AGCY (2), POI (3), PAY PERIOD NO/YR (4/5), NAME: LAST (6), FIRST (7), MIDDLE (8), and FUNCTION CODE (9). Below the fields, there is a legend: (A=ADD C=CHANGE D=DELETE). At the bottom of the screen, there is a prompt: '** PRESS ENTER **'. The footer of the screen lists several function keys: ENTER=PROCESS, PF1=MAIN MENU, PF2=QSR MENU, PF5=HELP, PF12=RESET, and CLEAR=EXIT.

```

SX71001D          U S D A, O F M, NATIONAL FINANCE CENTER          XX/XX/XX
SCREEN 1 OF 3      SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)         15:58:19
                                QUICK SERVICE REQUEST
                                ** NEW REQUEST **
FILE CONTROL INFORMATION
SSNO  [1]          AGCY [2]      POI  [3]      PAY PERIOD NO/YR [4] / [5]
NAME: LAST [6]     FIRST [7]     MIDDLE [8]
FUNCTION CODE [9]   (A=ADD  C=CHANGE  D=DELETE)

** PRESS ENTER **

ENTER=PROCESS  PF1=MAIN MENU  PF2=QSR MENU  PF5=HELP  PF12=RESET  CLEAR=EXIT

```

Figure 7. New Request, Screen 1

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Completing Pay/Contact Information. At the New Request, Screen 1, press [Enter]. The New Request, Screen 2 (**Figure 8**), is displayed. This screen is used to enter QSR payment information.

Complete the applicable fields as follows:

Payment Information:

1 Payment Reason Code (required, numeric field; 2 positions). Key in one of the following codes identifying the reason for the QSR:

- 01 - late T&A
- 02 - late accession
- 03 - promotion NTE date expired
- 05 - database incorrect
- 06 - personnel documents rolled back

2 Net Pay Amount (optional, numeric field; max. of 7 positions). Key in the net amount of the QSR payment being requested. The maximum amount is \$5,000; the minimum amount is \$5. If blank, the system generates data from the grade and step or base salary of the salary record on the Payroll/Personnel database. If you change the grade and step or base salary, blank out the net pay amount for the system to recalculate. Otherwise, the previous amount will be paid.

Note: To determine the amount for a current employee, use the regular expected net salary and round it down to the nearest \$25. To determine the amount for a new employee, multiply the expected gross salary by 70 percent and round it down to the nearest \$25.

Payment Calculation Information:

Notes: (1) Either the grade and step or the base salary has to be entered. The grade and step are based on the General Schedule (GS) salary. If the pay plan does not relate to GS or equivalent, the requestor should calculate the annual base salary. (2) The system calculates locality pay but no other entitlements.

3 Grade (optional if base salary is provided, numeric field; max. of 2 positions). This field is system generated; if not, key in the employee's grade.

4 Step (Pay Plan - GS or GS Equivalent) (optional if base salary is provided, numeric field; max. of 2 positions). This field is system generated; if not, key in the employee's step within the grade.

OR

5 Base Salary (Per Annum) (optional if grade and step is provided, numeric field; max. of 8 positions). This field is system generated; if not, key in the employee's annual base salary.

6 Base Salary Override (optional, alpha field; 1 position). Key in Y (yes) if the salary displayed or entered is other than what is contained in the Payroll/Personnel database. Tab to the Grade, Step, or Base Salary field and enter the correct data.

T&A Contact Point:

7 Agency (no-entry field). This field is system generated with the employee's T&A contact point agency code.

SX71002D
SCREEN 2 OF 3
PAY/CONTACT INFORMATION
SSNO
NAME: LAST
PAYMENT INFORMATION: **1**
PAYMENT REASON CODE

U S D A, O F M, NATIONAL FINANCE CENTER
QUICK SERVICE REQUEST
** NEW REQUEST **
FIRST
MIDDLE
NET PAY AMOUNT **2** (OPTIONAL)

XX/XX/XX
13:18:17

PAYMENT CALCULATION INFORMATION:
 GRADE **3** STEP **4** (PAY PLAN - GS OR GS EQUIVALENT)
 ---- OR ----
 BASE SALARY **5** (PER ANNUM) BASE SALARY OVERRIDE **6** Y ONLY
 T&A CONTACT POINT: AGENCY **7** STATE **8** CITY **9** UNIT **10** TIMEKEEPER **11**
 QSR CONTACT PERSON: LAST **12** FIRST **13**
 PHONE: AREA CODE **14** NUMBER **15**
 PAYROLL PERSONNEL database CHECK ADDRESS **16** OR SPECIFIED ADDRESS **17** Y ONLY

ENTER=PROCESS
PF1=MAIN MENU

PF2=QSR MENU
PF3=NEXT RECORD

PF5=HELP
PF7=PREV SCREEN

PF12=RESET
CLEAR=EXIT

Figure 8. New Request, Screen 2

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8 State (conditional, alphanumeric field; 2 positions). This field is system generated; if not, key in the state code for the employee's T&A contact point.

9 City (conditional, numeric field; 4 positions). This field is system generated; if not, key in the city code for the employee's T&A contact point.

10 Unit (conditional, numeric field; 2 positions). This field is system generated; if not, key in the unit code for the employee's T&A contact point.

11 Timekeeper (conditional, numeric field; 2 positions). This field is system generated; if not, key in the timekeeper's code.

QSR Contact Person:

Note: The contact person is the individual having knowledge about the QSR. This person should be able to answer questions regarding the QSR and should be the person designated in TMGT Table 063, Department/Agency/Bureau Contact, as the principal or alternate contact authorized to process QSR's.

12 Last (required, alphanumeric field; max. of 22 positions). Key in the contact person's last name.

13 First (required, alpha field; max. of 10 positions). Key in the contact person's first name.

14 Phone: Area Code (required, numeric field; 3 positions). Key in the contact person's area code.

15 Number (required, numeric field; 7 positions). Key in the contact person's telephone number.

16 Payroll/Personnel database Check Address (optional if specified address is provided, alpha field; 1 position). Key in **Y** (yes) to indicate use of the check mailing address recorded on the Payroll/Personnel database.

Note: If an employee's SSNO is not on the Payroll/Personnel database, this field is not available for data entry.

OR

17 Specified Address (optional if Payroll/Personnel database check address is provided, alpha field; 1 position). Key in **Y** (yes) to indicate use of a different check mailing address other than what is recorded on the Payroll/Personnel database.

Note: If an employee's SSNO is not on the Payroll/Personnel database, **Y** (yes) is system generated in the Specified Address field.

Press [Enter]. The New Request, Screen 3, is displayed.

If the data entered does not pass system edits, an edit message is displayed at the bottom of the screen. All data must pass system edits to advance to the next screen.

Completing Check Mailing Information. At the New Request, Screen 2, press [Enter]. The New Request, Screen 3 (**Figure 9**), is displayed. This screen is used to designate the address to which the QSR payment should be sent.

Complete the applicable fields as follows:

SX71004D		U S D A, O F M, NATIONAL FINANCE CENTER		XX/XX/XX	
SCREEN 3 OF 3		QUICK SERVICE REQUEST		13:36:29	
CHECK MAILING INFORMATION		** NEW REQUEST **			
SSNO					
NAME: LAST		FIRST		MIDDLE	
SPECIFIED ADDRESS:					
STREET ADDRESS		<div style="border: 1px solid black; width: 20px; text-align: center;">1</div>			
CITY	<div style="border: 1px solid black; width: 20px; text-align: center;">2</div>	STATE	<div style="border: 1px solid black; width: 20px; text-align: center;">3</div>	ZIP CODE	<div style="border: 1px solid black; width: 20px; text-align: center;">4</div>
OR					
DESIGNATED AGENT CODE		<div style="border: 1px solid black; width: 20px; text-align: center;">5</div>			
OR					
BANK DEPOSIT (DD/EFT):					
TYPE OF ACCOUNT	<div style="border: 1px solid black; width: 20px; text-align: center;">6</div>				
ACCOUNT NUMBER	<div style="border: 1px solid black; width: 20px; text-align: center;">7</div>				
ROUTING NUMBER	<div style="border: 1px solid black; width: 20px; text-align: center;">8</div>				
ENTER=PROCESS		PF2=QSR MENU	PF5=HELP	PF12=RESET	
PF1=MAIN MENU		PF3=NEXT RECORD	PF7=PREV SCREEN	CLEAR=EXIT	

Figure 9. New Request, Screen 3

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Specified Address:

1 Street Address (*conditional, alphanumeric field; max. of 35 positions*). This field is system generated from the Payroll/Personnel database, if not, key in the street address where the check is to be mailed.

2 City (*conditional, alpha field; max. of 20 positions*). This field is system generated from the Payroll/Personnel database, if not, key in the name of the city where the check is to be mailed.

3 State (*conditional, alpha field; 2 positions*). This field is system generated from the Payroll/Personnel database, if not, key in the name of the state where the check is to be mailed.

4 ZIP Code (*conditional, numeric field; 5 positions*). This field is system generated from the Payroll/Personnel database; if not, key in the ZIP Code.

OR

5 Designated Agent Code (*conditional, numeric field; 4 positions*). This field is system generated from the Payroll/Personnel database; if not, key in the assigned designated agent code.

OR

Bank Deposit (DD/EFT):

Note: The bank deposit address is system generated and made available for use only when it is established on the Payroll/Personnel database.

6 Type of Account (*no-entry field*). This field is system generated with **C** (checking account) or **S** (savings account).

7 Account Number (*no-entry field*). This field is system generated with the employee's account number.

8 Routing Number (*no-entry field*). This field is system generated with the financial institution's identification number.

Note: The bank deposit address cannot be changed unless NFC's Payroll/Personnel Operations Section is contacted. An employee using the direct deposit/electronic funds transfer (DD/EFT) can expect payment within two days. Additional time has to be allowed for mailing purposes if the payment is being sent to a designated agent or a specified address.

After keying in the data, press [Enter]. If the data passes system edits, the record is stored. If the data does not pass system edits, an edit message is displayed at the bottom of the screen. All data must pass system edits before the SPPS database is updated.

- To add another record, press [PF3] and repeat the above process.
- To return to the QSR Menu, press [PF2].
- To return to the previous screen, press [PF7].
- To refresh the screen, press [PF12].
- To return to the Main Menu, press [PF1].

Changing A QSR Record. At the QSR Menu Screen, Key in **I** at the Select Option (1-3) prompt. Press [Enter]. The New Request, Screen 1, is displayed. Complete all of the key fields except the Name field. Key in **C** (change) in the Function Code field. Press [Enter]. The selected record is displayed.

Note: For assistance in completing these fields, move to the field in question and press [PF5] to display a Help screen.

Key in new data over the existing data in accordance with the entry instructions under **Adding A QSR Record**.

After all modifications are made, press [Enter]. The record is changed.

- To change another record, press [PF3] and repeat the above process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Note: A record cannot be changed once it has been processed for payment. Also, DD/EFT data cannot be changed unless NFC's Payroll/Personnel Operations Section is contacted.

Deleting A QSR Record. At the QSR Menu Screen, key in **I** at the Select Option (1-3) prompt. Press [Enter]. The New Request, Screen 1, (**Figure 7**) is displayed. Complete all of the fields on this screen except the Name field. Key in the exact information that was entered in the Add function except key in **D** (delete) in the Function Code field.

Press [Enter]. The name is displayed in the Name field. The messages *Do You Really Want To Delete This Record? Press Enter To Delete Or PF12 To Reset* are displayed at the bottom of the screen. To delete the record, press [Enter]. The record is deleted.

- To delete a QSR record for another employee, press [PF12] and repeat the above process.

Note: A record cannot be deleted once it has been processed for payment.

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History Inquiry

History Inquiry is Option 2 on the QSR Menu Screen (**Figure 6**). This option is used to view a QSR history record. Records for the current and up to 26 prior pay periods are maintained in the SPPS database for viewing. After 1 year, the records are converted to microfiche and retained for 6 years. The records, however, can be viewed in DOTSE.

To select this option, key in **2** at the Select Option (1-3) prompt on the QSR Menu Screen. Press [Enter]. The History Inquiry, Screen 1 (File Control Information) (**Figure 10**), is displayed with the File Control Information.

Instructions for viewing QSR records are discussed below.

Viewing A QSR Record. To view a QSR history record, complete the fields as follows:

1 SSNO (*required, numeric field; 9 positions*). Key in the employee's social security number.

Pay Period

2 No (*required, numeric field; 2 positions*). Key in the effective pay period for the QSR record.

3 Yr (*required, numeric field; 2 positions*). Key in the last 2 digits of the year for the QSR record.

Press [Enter]. The History Inquiry, Screen 2 (**Figure 11**), is displayed.

If the data entered does not pass system edits, an edit message is displayed at the bottom of the screen. All data must pass system edits to advance to the next screen.

- To return to the Main Menu, press [PF1].
- To return to the QSR Menu, press [PF2].
- To refresh the screen, press [PF12].

Viewing Payment Information. At the History Inquiry, Screen 1, press [Enter]. The History Inquiry, Screen 2 (**Figure 11**), is displayed. This screen displays the QSR data entered for the selected record. This screen includes data entered not only by agency personnel offices but also generated by SPPS and NFC personnel.

Additional data not previously entered is described as follows:

Payment Information:

1 Net Pay Amount (*no-entry field*). If this field was not completed, SPPS calculates this amount based on the employee's grade and step, or base salary.

2 Payment Date (*no-entry field*). PAYE generates the date the payment information is transmitted to Treasury.

3 Transaction Entry Date (*no-entry field*). The date is system generated and indicates when the QSR record was entered.

4 Time (*no-entry field*). SPPS generates the time the QSR was entered.

5 Schedule Number (*no-entry field*). Each payment is sent to Treasury under a schedule number which is generated and assigned by SPPS. The first number designates the fiscal year the payment was sent; **Q** designates a QSR; the next two numbers designate the processing pay period; and the last two numbers are assigned by SPPS in sequential order.

SX72001D U S D A, O F M, NATIONAL FINANCE CENTER XX/XX/XX
SCREEN 1 OF 3 SPECIAL PAYROLL PROCESSING SYSTEM (SPPS) 13:37:21
QUICK SERVICE REQUEST
FILE CONTROL INFORMATION ** HISTORY INQUIRY **

SSNO **1** PAY PERIOD NO/YR **2** / **3**

ENTER=NEXT SCREEN PF2=QSR MENU PF12=RESET
PF1=MAIN MENU PF5=HELP CLEAR=EXIT

Figure 10. History Inquiry, Screen 1 (File Control Information)

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```

SX72002D          U S D A, O F M, NATIONAL FINANCE CENTER          XX/XX/XX
SCREEN 2 OF 3      SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)          17:46:12
                                QUICK SERVICE REQUEST
                                ** HISTORY INQUIRY **

SSNO              DEPT      AGCY      POI      PAY PERIOD NO/YR      /
NAME: LAST                FIRST                MIDDLE
PAYMENT INFORMATION:
NET PAY AMOUNT          [1]      PAYMENT DATE [2] / /
TRANSACTION ENTRY DATE [3] / / TIME [4]
SCHEDULE NUMBER [5]      RECEIPT ACCOUNT NUMBER [6]
GRADE      STEP      BASE SALARY      PER ANNUM

T&A CONTACT POINT:  AGENCY      STATE      CITY      UNIT      TIMEKEEPER
CONTACT PERSON:
NAME:LAST                FIRST
DEPT/AGCY      PHONE: AREA CODE      NUMBER      -
BASE SALARY OVERRIDE CODE      PAYMENT REASON CODE
EXPLANATION-COMMENTS [7]

ENTER=NEXT SCREEN      PF1=QSR MENU      PF3=NEXT RECORD      CLEAR=EXIT

```

Figure 11. History Inquiry, Screen 2

[6] Receipt Account Number (*no-entry field*). SPPS generates the 12-digit receipt account (RA) number. The first three numbers designate the type of RA; the fourth number designates the year the RA was set up; the fifth and sixth numbers designate the processing pay period; and the remaining numbers are assigned by SPPS in sequential order.

[7] Explanation-Comments (*no-entry field*). This field displays NFC's remarks regarding the specifics of the QSR.

After viewing the data on this screen, press [Enter]. The History Inquiry, Screen 3 (**Figure 12**), is displayed.

- To return to the QSR Menu, press [PF1].

- To return to the History Inquiry, Screen 1 (File Control Information) (**Figure 10**), and enter information for the next record, press [PF3].

Viewing Check Mailing Information. At the History Inquiry, Screen 2, press [Enter]. The History Inquiry, Screen 3 (**Figure 12**), is displayed. This screen displays information regarding the forwarding location of the employee's salary payment.

This screen also includes the designated agent street address including, city, state, and ZIP Code.

- To view another record, press [PF3] and repeat the above process. Otherwise, press the applicable key as displayed at the bottom of the screen.

```

SX72003D          U S D A, O F M, NATIONAL FINANCE CENTER          XX/XX/XX
SCREEN 3 OF 3      SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)          17:47:17
                                QUICK SERVICE REQUEST
                                ** HISTORY INQUIRY **

SSNO              DEPT      AGCY      POI      PAY PERIOD NO/YR      /
NAME: LAST                FIRST                MIDDLE
SPECIFIED ADDRESS:
STREET ADDRESS
CITY                  STATE      ZIP CODE
DESIGNATED AGENT:
CODE
ADDRESS-LINE1
ADDRESS-LINE2
CITY                  STATE      ZIP CODE
BANK DEPOSIT (DD/EFT):
TYPE OF ACCOUNT
ACCOUNT NUMBER
ROUTING NUMBER

PF1=MAIN MENU      PF2=QSR MENU      PF3=NEXT RECORD      PF7=PREV SCREEN      CLEAR=EXIT

```

Figure 12. History Inquiry, Screen 3

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Indebtedness (For Separations Only)

Indebtedness (For Separations Only) is Option 2 on the Main Menu Screen (**Figure 5**). This option is used to (1) record debts not recorded in ABCO for a separated employee, (2) view existing debts for the separated employee, and (3) process the final payment due the employee.

If an indebted employee separates from an agency before repaying an amount that is owed, the balance of the debt will automatically be collected from any subsequent payments due the employee. Such payments include the final salary, lump sum leave payment, retirement contributions, etc. NFC collects from the final salary, cash award, lump sum leave payments, or any other payments processed by NFC. The Office of Personnel Management (OPM) collects from retirement contributions.

If an employee is separated and has an advanced leave balance the T&A will be held in SPPS. It will be the agencies responsibility to release the record from SPPS and forgive or change the employee from the advanced leave. These employees will always appear on the Report P0166 until released.

Payments for indebted, separated employees may be released based on completion of certain fields by the user.

After the transaction has been processed (i.e., an SPPS job has executed), it is no longer available for change or deletion; however, it can be viewed through the inquiry option. All payments are scheduled for disbursement after they are released and accepted by SPPS. Payments are processed when SPPS executes and are disbursed when transmitted to Treasury.

ABCO/PAYE Debts. Any debt being collected through payroll deductions prior to separation is established in ABCO. If the debt still exists at separation and no other debts are incurred, these debts are collected during the processing of PAYE and before SPPS is run. These debts are not to be entered in SPPS.

Any debt not collected through the final PAYE process should be entered in SPPS for calculation and disbursement of the final payment. To ensure that all debts are collected, an indebtedness record should be established as soon as it is known that the employee is separating.

Note: Once all payments have been made to the employee and the indebtedness record was not established in SPPS, all outstanding debts must be forwarded to ABCO for collection.

The following receipt account types may be entered in SPPS:

- Educational Loans
- Travel Advance Repayment (Originating in other than NFC's TRVL System)
- Property Lost, Destroyed Or Stolen
- Subsistence (Travel Payments)
- Personal Telephone Calls
- Parking Fees
- Recovery Of Jury Duty Fees
- Travel Overpayment
- Uniforms
- Other Types (Other departments) e.g., theft and embezzlement
- Other Types (USDA)

Caution: When establishing a debt in SPPS, it is to be noted that the collection of debts through PAYE recorded in ABCO will not display in SPPS until the Tuesday following the biweekly process. Therefore, do not release the payment in SPPS until Tuesday following the biweekly process; otherwise, the collection may be made twice.

If a debt established in SPPS is repaid by the employee before the final payment is released, delete the debt at the Employee Indebtedness Update screen.

Advanced Leave. Debts for advanced leave can only be entered in SPPS by using the Advanced Leave screen and not through the Employee Indebtedness Update screen. Prior to entering data on the Advanced Leave screen, a leave audit **must** be completed and validated. Users should request a copy of CULPRPT Report P0053, Error Analysis By Contact Point, to identify separated employees with negative leave balances.

If a separating employee has advanced leave that will not be forgiven, he/she may be eligible for tax credits. In these instances, NFC will compute the tax credit amount. If the employee has unforgiven advanced leave and separates and receives his/her final pay in the same tax year, he/she is entitled to a refund of retirement contributions, city, county, state, Federal, Federal Insurance Contribution Act (FICA), and HITS taxes collected from the leave. The employee is also entitled to a refund of Federal Employees Group Life Insurance (FEGLI) contributions if the unforgiven advanced leave is 80 hours or more. If the employee separates in one tax year and payment is disbursed in the subsequent year, he/she is only entitled to a refund of the FICA and HITS taxes, if applicable.

Separating employees with advanced leave and who may be due tax credits are listed on CULPRPT Report P0162, Indebtedness Advanced Leave - Tax Credit Suspense Report.

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An employee is listed on Report P0162 if:

- he/she was identified as having advanced leave at the time the indebtedness record was established in SPPS,
- a leave audit has been completed, validated, and **all** applicable leave hours and rates have been entered in SPPS, and
- the advanced leave is **not** forgiven.

When NFC calculates the tax credit amount, a message displays on Report P0162 indicating that the payment is ready to be released. The user can then release the payment for disbursement to the employee.

Leave balances for an indebted, separating employee should be adjusted in TINQ. If advanced leave for an employee is not forgiven and the Advanced Leave screen is not completed, the employee's final payment will not be processed.

If an indebted, separated employee is normally paid manually, the agency must establish an indebtedness record in SPPS by completing the Establish/Delete Indebtedness screen for the employee's final payment to be processed through SPPS. All payment information must be forwarded to NFC's Payroll/Personnel Operations Section on Form AD-343, Payroll Action Request. The information is entered in SPPS by NFC's Payroll/Personnel Operations personnel on the Manual Payments screen and released for payment. If payment information for a manually paid employee is not forwarded to NFC, the indebtedness record will remain in SPPS and the payment will not be released.

If the employee does not have a payment to be disbursed (e.g., an employee was on leave without pay prior to separation), the payment record will be sent to ABCO. All collections will go against the employee's retirement contributions.

It is the agency's responsibility to ensure that all debts have been recorded and the final payment released to the employee. If the employee separates and all debts are not collected because of insufficient funds and the employee is rehired by another department, the gaining department should resume collection. If the employee is not rehired, a bill is generated from ABCO.

SPPS archives completed payment data at the beginning of each year. The completed record remains in SPPS between 12 and 24 months, depending on when the payment was released.

Once the final payment is processed (released and disbursed), the only options that will be accessible are Option 6, Remarks, and Option 7, Payment Inquiry.

To select the Indebtedness (For Separations Only) option, key in **2** at the Select (1-3) prompt on the Main Menu (**Figure 5**) and press [Enter]. The File Control Information screen (**Figure 13**) is displayed.

Complete the fields as follows:

1 **SSNO** (*required, numeric field; 9 positions*). Key in the employee's social security number.

2 **Agcy** (*required, alphanumeric field; 2 positions*). Key in the employee's agency code.

SX76010D U S D A, O F M, NATIONAL FINANCE CENTER XX/XX/XX
SPECIAL PAYROLL PROCESSING SYSTEM (SPPS) 15:59:02
INDEBTEDNESS

FILE CONTROL INFORMATION

1 **2** **3**

SSNO _____ AGCY _____ POI _____

** ENTER SSNO, AGENCY AND POI AND PRESS ENTER KEY **

ENTER=PROCESS PF1=MAIN MENU PF5=HELP PF12=RESET CLEAR=EXIT

Figure 13. File Control Information Screen

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3 POI (Personnel Office Identifier) (*required, numeric field; 4 positions*). Key in the employee's personnel office identifier code.

Press [Enter].

- To return to the Main Menu, press [PF1].
- To refresh the screen and enter another record, press [PF12].

The Indebtedness Menu (**Figure 14**), is displayed showing eight options.

Below is a brief description of each option:

1. Establish/Delete Indebtedness. Used to establish or delete an indebtedness record. Once the indebtedness record is established in SPPS, the employee's final payment will not be released until all options requiring data entry are completed and the payment is coded for release or the record is deleted.

Note: If an employee is normally paid manually and/or does not have a salary record, the agency must contact NFC's Payroll/Personnel Operations Section at **504-255-4630** to indicate that an SPPS record cannot be established. To establish an SPPS record, the employee must be a payrolled employee.

2. Adjustment Due To Employee Indebtedness. Used to add, change, or delete administrative debts entered in SPPS and query debts processed through ABCO, PAYE, and SPPS.

3. Pending Disbursement. Used to display a preliminary calculation of distribution amounts.

4. Payment Certification. Used to confirm receipt of all the necessary documentation to process and authorize the separated employee's final payment or collection.

5. Check Mailing Information. Used to display the check mailing information as displayed in the "Payroll/Personnel database and allow changes to be made to that information.

6. Remarks. Used to record pertinent claim information.

7. Payment Inquiry. Used to display details of actual payments made to the separated employee.

8. Manual Payment(s) (NFC Only). Used by NFC employees to add, change, or delete manual payments and enter the tax credit amount.

To select an option from the Indebtedness Menu, complete the Select Option (1-8) prompt and press [Enter].

The screen for the selected option is displayed.

Instructions follow for using the options on the Indebtedness Menu.

- To return to the Main Menu, press [PF1].

```
SX76020D      U S D A, O F M, NATIONAL FINANCE CENTER      XX/XX/XX
              SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)      15:59:41
              INDEBTEDNESS

              INDEBTEDNESS MENU

              1. ESTABLISH/DELETE INDEBTEDNESS
              2. ADJUSTMENT DUE TO EMPLOYEE INDEBTEDNESS
              3. PENDING DISBURSEMENT
              4. PAYMENT CERTIFICATION
              5. CHECK MAILING INFORMATION
              6. REMARKS
              7. PAYMENT INQUIRY
              8. MANUAL PAYMENT(S)      (NFC ONLY)

              SELECT OPTION (1-8) =====>

              ENTER=NEXT SCREEN      PF1= MAIN MENU      CLEAR=EXIT
```

Figure 14. Indebtedness Menu

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Establish/Delete Indebtedness

Establish/Delete Indebtedness is Option 1 on the Indebtedness Menu (**Figure 14**). This option is used to add (establish) or delete an indebtedness case. If all debts are recorded in ABCO or PAYE, a record does not need to be established in SPPS. Collection and payment is made through the Payroll/Personnel System for these debts.

An indebtedness record must be established using this option before any information about the case can be entered.

An indebtedness record established in SPPS can only be deleted if

- a payment has been coded for release and the deletion occurs before the SPPS job runs at approximately 11 am CST,
- a payment has not been sent to SPPS for disbursement, or
- a disbursement has not been made

To select this option, key in **I** at the Select Option (1-8) prompt on the Indebtedness Menu. Press [Enter]. The Establish/Delete Indebtedness screen (**Figure 15**) is displayed.

Complete the fields as follows:

- 1 SSNO** (*no-entry field*). This field is system generated from the File Control Information screen entry.
- 2 Agency** (*no-entry field*). This field is system generated from the File Control Information screen entry.

Name:

- 3 Last** (*no-entry field*). This field is system generated from the Payroll/Personnel database.
- 4 First** (*no-entry field*). This field is system generated from the Payroll/Personnel database.
- 5 Middle** (*no-entry field*). This field is system generated from the Payroll/Personnel database.
- 6 Separation Date (MM DD YY)** (*required, numeric field; 6 positions*). Key in the employee's separation date (mmddyy).

A record can be established before the employee is actually separated. Once the personnel action separating the employee applies to the Payroll/Personnel System, the Separation Date field reflects the date entered on the personnel action. The date from the personnel action will override any date entered in this field.

Note: Since an indebtedness record can be established before the employee has actually separated, make sure that information is being entered for the correct employee and that the correct record has been selected.

- 7 Function Code** (*required, alpha field; 1 position*). Valid values are **A** (add) or **D** (delete). Key in the applicable function code. An **A** is entered to add an indebted record to SPPS and collect any amount due. A **D** is entered to delete an erroneous record (e.g., the debt is forgiven).
- 8 Date Record Established** (*no-entry field*). This field is system generated and indicates the date the indebtedness record is added to SPPS. This field displays as 99 99 99 until SPPS runs.

```

SX76030M          U S D A , O F M , N A T I O N A L F I N A N C E C E N T E R          X X / X X / X X
                  S P E C I A L P A Y R O L L P R O C E S S I N G S Y S T E M   ( S P P S )      1 2 : 4 2 : 4 6
                  I N D E B T E D N E S S
                  E S T A B L I S H / D E L E T E I N D E B T E D N E S S

SSNO              1              AGENCY              2
NAME:  LAST      3              FIRST                4              MIDDLE              5
SEPARATION DATE (MM DD YY)  6
FUNCTION CODE      7              (A=ADD  D=DELETE)
                                8
DATE RECORD ESTABLISHED    /  /              9
DOES EMPLOYEE HAVE ANY OUTSTANDING ADVANCED LEAVE? N

ENTER=PROCESS  PF1=MAIN MENU  PF2=INDEBTEDNESS MENU  PF5=HELP  CLEAR=EXIT
  
```

Figure 15. Establish/Delete Indebtedness Screen

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9 **Does Employee Have Any Outstanding Advanced Leave?** (*conditional, alpha field; 1 position*). The system defaults to *N* (no). If the employee has any outstanding advanced leave, key in *Y* (yes). For collection instructions for leave debts, see **Advanced Leave**.

Press [Enter]. The indebtedness case is established/deleted.

- To return to the Main Menu, press [PF1].
- To return to the Indebtedness Menu, press [PF2].

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Adjustment Due To Employee Indebtedness

Adjustment Due To Employee Indebtedness is Option 2 on the Indebtedness Menu (**Figure 14**). This option is a submenu used to add, change, delete, or query information regarding administrative debts entered in SPPS.

To select this option, key in **2** at the Select Option (1-8) prompt on the Indebtedness Menu. Press [Enter]. The Adjustment Due To Employee Indebtedness menu (**Figure 16**), is displayed showing three options.

Below is a brief description of each option.

1. Employee Indebtedness Update. This option is used to add administrative debts to SPPS that are not recorded in ABCO or PAYE. These debts can also be changed or deleted after being added.

Note: Do not add **advanced leave** indebtedness to SPPS using this option; use Option 3, Advanced Leave.

2. Employee Indebtedness Inquiry. This option is used to query information on debts established in SPPS and ABCO.

3. Advanced Leave. This option is used to add advanced leave debts to SPPS and to change or delete these debts in order to collect from the final payment.

- To return to the Main Menu, press [PF1].

- To return to the Indebtedness Menu, press [PF2].

Instructions follow for using the options on the Adjustment Due To Employee Indebtedness menu.

```
SX76040M      U S D A, O F M, NATIONAL FINANCE CENTER      XX/XX/XX
                SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)      16:01:04
                INDEBTEDNESS

                ADJUSTMENT DUE TO EMPLOYEE INDEBTEDNESS

                1. EMPLOYEE INDEBTEDNESS UPDATE
                2. EMPLOYEE INDEBTEDNESS INQUIRY
                3. ADVANCED LEAVE

                SELECT OPTION (1-3) =====> _

                ENTER=NEXT SCREEN  PF1=INDEBTEDNESS MENU  CLEAR=EXIT
```

Figure 16. Adjustment Due To Employee Indebtedness Menu

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Employee Indebtedness Inquiry

Employee Indebtedness Inquiry is Option 2 on the Adjustment Due To Employee Indebtedness menu (**Figure 16**). This option is used to query information on debts recorded in ABCO and SPPS. Debts for advanced leave display on the Advanced Leave screen.

If a debt established in SPPS is repaid prior to the release of the final payment, delete the debt at the Employee Indebtedness Update screen.

If the debt is recorded in ABCO and the employee has repaid the debt, the release of the final payment should not occur until the payment is recorded in ABCO and the debt does not display on the Employee Indebtedness Inquiry screen.

To select this option, key in **2** at the Select Option (1-3) prompt on the Adjustment Due To Employee Indebtedness menu. Press [Enter]. The Employee Indebtedness Inquiry screen (**Figure 18**), is displayed showing all recorded debts. This data is displayed until the final payment is released. See the Payment Inquiry screen for actual payment information.

- To return to the Main Menu, press [PF1].
- To return to the Indebtedness Menu, press [PF2].
- To return to the Adjustment Due To Employee Indebtedness menu, press [PF3].
- To scroll backward, press [PF7].
- To scroll forward, press [PF8].

SX76060M

U S D A, O F M, NATIONAL FINANCE CENTER
SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)
INDEBTEDNESS/ADJUSTMENT
EMPLOYEE INDEBTEDNESS INQUIRY

XX/XX/XX
16:33:38

SSNO	NAME	LAST	AGENCY	FIRST	MIDDLE	BILL	INDEBTED	DATE	REC	ACCT	TYPE	CODE	SYSTEM	ACCESSED
						NUMBER	AMOUNT							

PF1=MAIN MENU PF2=INDEBTEDNESS MENU PF3=ADJUSTMENT MENU PF7=PREV RECORDS
PF8=NEXT RECORDS CLEAR=EXIT

Figure 18. Employee Indebtedness Inquiry Screen

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Advanced Leave

Advanced Leave is Option 3 on the Adjustment Due To Employee Indebtedness menu (**Figure 16**). This option is used to collect payment for any advanced leave not paid back at the date of separation. After the final payments are processed in SPPS and the advanced leave debt is collected, remove the minus leave balance from the Payroll/Personnel database by utilizing the Time Inquiry - Leave Update System (TINQ). CULPRPT Report, P0167, Indebtedness Advanced Leave Hours Collected By SPPS For Processing Pay Period/Yr, lists the employees whose leave balances should be changed to zero hours. **Note:** There must be a completed leave audit on file for the data recorded on this screen. It is the user's responsibility to review the leave audit for accuracy and pay attention to any earned leave.

If the advanced leave dollar amount is greater than the payment due the employee, the record will be sent to ABCO to establish a receivable.

Enter all advanced leave information at one time to facilitate NFC's Payroll/Personnel Operations Section in calculating any tax credits due the employee.

To select this option, key in 3 at the Select Option (1-3) prompt on the Adjustment Due To Employee Indebtedness menu. Press [Enter]. The Advanced Leave screen (**Figure 19**) is displayed.

Complete the fields as follows:

1 Func Code (Function Code) (*required, alpha field; 1 position*). Key in the applicable function code for collection of advanced leave. Valid values are:

- A - add
- C - change
- D - delete

2 Type (*no-entry field*). This field is system generated with the type of advanced leave.

Sick

3 Hours (*required, numeric field; max. of 6 positions*). Key in the actual advanced sick leave in whole and quarter hours.

4 Rate (*required, numeric field; 5 positions*). Key in the rate (use a decimal point to separate dollars and cents) the employee was being paid at the time the advanced leave was used.

5 Amount (*no-entry field*). This field is system generated and indicates the rate multiplied by the number of hours.

6 Acct Stat (*required, numeric; 4 positions*). Key in the accounting station code.

7 Accounting (*required, numeric; max. of 27 positions*). Key in the accounting data.

8 Total Sick Leave (*no-entry field*). This field is system generated and indicates the total amount the employee owes for advanced sick leave as indicated in **Figure 19** and **Figure 20**.

SSNO		NAME		LAST		AGENCY		FIRST		MIDDLE	
SX76070M											
U S D A , O F M , NATIONAL FINANCE CENTER											
SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)											
INDEBTEDNESS/ADJUSTMENT											
ADVANCED LEAVE											
FUNC	TYPE	HOURS	RATE	AMOUNT	ACCT	STAT	ACCOUNTING				
1	SICK	2	0.00	3	0.00	4	0.00	5	6	7	
	SICK		0.00		0.00		0.00				
	SICK		0.00		0.00		0.00				
	SICK		0.00		0.00		0.00				
TOTAL SICK LEAVE			0.00		0.00		0.00				
	ANNUAL		0.00	9	0.00	10	0.00	8	11	12	13
	ANNUAL		0.00		0.00		0.00				
	COMP		0.00	14	0.00	15	0.00	16	17		18
	COMP		0.00		0.00		0.00				
TOTAL ADVANCED LEAVE			0.00		0.00		0.00	19			
HAS ALL ADVANCED LEAVE BEEN FORGIVEN? N (Y,N) 20											
ENTER=PROCESS PF1=MAIN MENU PF2=INDEBTEDNESS MENU PF3=ADJUSTMENT MENU											
PF5=HELP PF8=NEXT CLEAR=EXIT											

Figure 19. Advanced Leave Screen (Screen 1)

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Annual

[9] Hours (required, numeric field; max. of 6 positions). Key in the actual advanced annual leave whole and quarter hours.

[10] Rate (required, numeric field; 5 positions). Key in the employee's hourly rate-of-pay (use a decimal point to separate dollars and cents) at the time the employee received the advanced leave.

[11] Amount (no-entry field). This field is system generated and indicates the rate multiplied by the number of hours.

[12] Acct Stat (required, numeric; 4 positions). Key in the accounting station code.

[13] Accounting (required, numeric; max. of 27 positions). Key in the accounting data.

[17] Acct Stat (required, numeric; 4 positions). Key in the accounting station code.

[18] Accounting (required, numeric; max. of 27 positions). Key in the accounting data.

[19] Total Advanced Leave (no-entry field). This field is system generated and indicates the total amount owed for all types of advanced leave.

[20] Has All Advanced Leave Been Forgiven? (required, alpha field; 1 field). The system defaults to *N* (no) in this field. Key in *Y* (yes) if advanced leave to the employee has been forgiven. If this field is coded *Y*, any records for advanced leave entered on this screen will not be used in the payment calculation or to compute the tax credit amount, since the employee will not repay the agency for the advanced leave.

Comp

[14] Hours (required, numeric field; max. of 6 positions). Key in the actual compensatory time off hours advanced for religious observance whole and quarter hours.

[15] Rate (required, numeric field; 5 positions). Key in the employee's hourly rate-of-pay (use a decimal point to separate dollars and cents) at the time the employee received the advanced leave.

[16] Amount (no-entry field). This field is system generated and indicates the rate multiplied by the number of hours.

Press [Enter]. The advanced leave debts are added, changed, or deleted.

- To return to the Main Menu, press [PF1].
- To return to the Indebtedness Menu, press [PF2].
- To return to the Adjustment Due To Employee Indebtedness menu, press [PF3].
- To display the previous screen from the Advanced Leave (Screen 2), press [PF7].
- To display the second screen (**Figure 20**), for entry of additional sick leave records, press [PF8].

SSNO		U S D A , O F M , NATIONAL FINANCE CENTER				XX/XX/XX	
NAME LAST		SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)				10:17:46	
FUNC		INDEBTEDNESS/ADJUSTMENT					
CODE		ADVANCED LEAVE					
		AGENCY		MIDDLE			
		FIRST		ACCT			
				STAT		ACCOUNTING	
		HOURS	RATE	AMOUNT			
	SICK	0.00	0.00	0.00			
	SICK	0.00	0.00	0.00			
	SICK	0.00	0.00	0.00			
	SICK	0.00	0.00	0.00			
	SICK	0.00	0.00	0.00			
	SICK	0.00	0.00	0.00			
	SICK	0.00	0.00	0.00			
	SICK	0.00	0.00	0.00			
	SICK	0.00	0.00	0.00			
	SICK	0.00	0.00	0.00			

ENTER=PROCESS PF1=MAIN MENU PF2=INDEBTEDNESS MENU PF3=ADJUSTMENT MENU
PF5=HELP PF7=PREV CLEAR=EXIT

Figure 20. Advanced Leave Screen (Screen 2)

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Pending Disbursement

Pending Disbursement is Option 3 on the Indebtedness Menu (Figure 14). This option is used to display a preliminary calculation of the amount the employee is scheduled to receive after all payroll amounts and debts have been recorded in SPPS.

To select this option, key in **3** at the Select Option (1-8) prompt on the Indebtedness Menu. Press [Enter]. The Pending Disbursement screen (Figure 21), is displayed.

All data on this screen is system generated. The fields are described below.

Payroll Monies To Be Disbursed

1 Pay Period No/Yr (*no-entry field*). This field indicates the pay period number and year of the payment being processed.

2 Type Payment (*no-entry field*). This field indicates the source (e.g., manual, final T&A, lump sum, etc.) that processed the payment or type of payment that is due the separated employee.

3 Amount (*no-entry field*). This field indicates the amount due the employee.

4 Total Monies (*no-entry field*). This field indicates the total to be disbursed before adjusting the indebtedness.

5 Advanced Leave Tax Credit (*no-entry field*). This field indicates the employee's tax credit amount for advanced leave that has not been forgiven.

6 Employee Indebtedness (*no-entry field*). This field indicates the total amount of indebtedness recorded in SPPS and ABCO.

7 Total Monies To Be Disbursed (*no-entry field*). This field indicates the total amount to be disbursed to the separated employee (i.e., Total Monies minus Employee Indebtedness). If the employee is still indebted, ABCO will generate a bill and forward it to the employee.

- To return to the Main Menu, press [PF1].
- To return to the Indebtedness Menu, press [PF2].
- To scroll backward, press [PF7].
- To scroll forward to view additional disbursements, press [PF8].

SX76080D		U S D A, O F M, NATIONAL FINANCE CENTER		XX/XX/XX	
		SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)		16:10:29	
		INDEBTEDNESS/ADJUSTMENT			
		PENDING DISBURSEMENT			
SSNO		AGENCY			
NAME LAST		FIRST		MIDDLE	
PAYROLL MONIES TO BE DISBURSED:					
PAY PERIOD		TYPE			
NO	YR	PAYMENT	AMOUNT		
1		2	3		
				4	
TOTAL MONIES				5	.00
ADVANCED LEAVE TAX CREDIT				6	.00
EMPLOYEE INDEBTEDNESS				7	(.00)
TOTAL MONIES TO BE DISBURSED					0.00
PF1 = MAIN MENU PF2 = INDEBTEDNESS MENU					
PF7 = PREV PF8 = NEXT CLEAR =EXIT					

Figure 21. Pending Disbursement Screen

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Payment Certification

Payment Certification is Option 4 on the Indebtedness Menu (**Figure 14**). This option is used to confirm receipt of all of the necessary documentation to collect for all indebtedness, process the final payment, and authorize such collections and disbursements. Before completing this screen, you should refer to the Pending Disbursement screen (**Figure 21**) to make sure that all payments (final T&A, lump sum payment, etc.) have been recorded in SPPS. Also, refer to the Employee Indebtedness Inquiry screen (**Figure 19**) to ensure that all debts are recorded in SPPS.

Only one final payment is processed in SPPS for an indebted employee. Once a payment is coded for release, the release can be rescinded only if the SPPS batch job has not run. After the payment is disbursed, only the Payment Inquiry, and Remarks screens can be viewed.

Although the employee receives an AD-334, Statement Of Earnings And Leave, for the final pay period worked, the net amount may not be the amount the employee receives as a final payment. The net amount indicates the amount that would have been paid if the employee was not indebted. A message will appear on the employee's earning statement indicating that the final payment has been held pending payment of all debts.

To select this option, key in **4** at the Select Option (1-8) prompt on the Indebtedness Menu. Press [Enter]. The Payment Certification screen (**Figure 22**) is displayed.

Complete the fields as follows:

1 Have All Applicable Debts Been Recorded In SPPS? (*required, alpha field; 1 position*). Key in **Y** (yes) if all known debts for the separated employee have been recorded. Key in **N** (no) if all known debts for the separated employee have not been recorded. Payment will not be released until this field is coded **Y**.

2 Have All Payment Documents Been Processed? (*required, alpha field; 1 position*). Key in **Y** (yes) if all payment documents have been recorded in SPPS. Key in **N** (no) if all payment documents have not been recorded in SPPS. Payment will not be released until this field is coded **Y**.

3 Release Payment (*required, alpha field; 1 position*). Key in **Y** (yes) to authorize the calculation and distribution of the payment. If this field is coded **Y** (yes) and the payment information does not display on the Payment Inquiry screen (**Figure 25**), request CULPRPT Report P0163, Death Case/Indebtedness Audit Error(s) For Processing Date XX/XX/XX. There may be errors that are preventing the payment from being disbursed. Correct the errors and release the payment again. For assistance in correcting errors, contact NFC's Payroll/Personnel Operations Section. Key in **N** (no) if the payment is not to be released. Key in **C** (cancel) to cancel the payment disbursement.

Caution: The cancellation is valid as long as the actual disbursement has not occurred. Check the Disbursement Date field on the Payment Inquiry screen.

```
SX76090D          U S D A, O F M, NATIONAL FINANCE CENTER          XX/XX/XX
                  SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)          16:11:44
                  INDEBTEDNESS/ADJUSTMENT
                  PAYMENT CERTIFICATION

SSNO
NAME  LAST              FIRST              MIDDLE

HAVE ALL APPLICABLE DEBTS BEEN RECORDED IN SPPS? 1 (Y,N)
HAVE ALL PAYMENT DOCUMENTS BEEN PROCESSED ?      2 (Y,N)
RELEASE PAYMENT 3 (Y,N,C)

FUNCTION CODE 4 (A=ADD C=CHANGE)

ENTER=PROCESS  PF1=MAIN MENU  PF2=INDEBTEDNESS MENU  PF5=HELP  CLEAR=EXIT
```

Figure 22. Payment Certification Screen

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If the employee has advanced leave that has **not** been forgiven, do not complete this field until the tax credits have been calculated. CULPRPT Report P0162, Indebtedness/Advanced Leave - Tax Credit Suspense Report, lists employees who may or may not be entitled to tax credits because of advanced leave. NFC's Payroll/Personnel Operations Section must calculate the tax credit amount owed to the employee. When the tax credit amount is calculated, a message displays on Report P0162 indicating that the payment is ready to be released. Once the report indicates that payment can be released, key **Y** in this field.

Reminder: SPPS jobs run at approximately 11:00 am CST. This field cannot be changed to *N* or *C* after the SPPS daily batch process has completed.

4 **Function Code** (*required, alpha field; 1 position*).

Key in the applicable function code. Valid values are:

- A* - add
- C* - change

Press [Enter]. The data is processed.

- To return to the Main Menu, press [PF1].
- To return to the Indebtedness Menu, press [PF2].

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Check Mailing Information

Check Mailing Information is Option 5 on the Indebtedness Menu (**Figure 14**). This option displays the check mailing address recorded in the Payroll/Personnel database and allows the user to change this address for the final payment processed through SPPS. Any changes made to the information on this screen results in an address change for the final payment processed in SPPS; it does not change the address in the Payroll/Personnel System.

To select this option, key in **5** at the Select Option (1-8) prompt on the Indebtedness Menu. Press [Enter]. The Check Mailing Information screen (**Figure 23**) is displayed.

Complete the applicable fields as follows to change the SPPS database address to the final payment address. **Note:** If changes are made to the information displayed (e.g., changing from a Designated Agent to DD/EFT), delete the displayed information.

Check Mailing Address:

If fields 1 thru 5 are completed, do not complete fields 6 thru 9.

[1] Street Address 1 (*optional, alphanumeric field; max. of 35 positions*). Key in the first line of the employee's street address. **Note: No punctuation marks can be used when entering the name and address only parenthesis.**

[2] Address 2 (*conditional, alphanumeric field; max. of 35 positions*). Key in the second line of the employee's street address.

[3] City (*conditional, alpha field; max. of 20 positions*). Key in the employee's city name.

[4] State (*conditional, alpha field; 2 positions*). Key in the employee's state abbreviation.

[5] ZIP Code (*conditional, numeric field; 5 positions*). Key in the employee's ZIP Code.

OR

If field 6 is completed, complete only field 10.

[6] Designated Agent Code (*optional, alphanumeric field; 4 positions*). Key in the assigned designated agent code. The street address for the designated agent code is generated after the Enter key is pressed.

OR

Bank Deposit (DD/EFT):

If fields 7 thru 9 are completed, do not complete fields 1 thru 6.

[7] Type Of Account (*optional, alpha field; 1 position*). Key in the applicable code designating the type of bank account in which the monies are to be deposited. Valid codes are:

C - checking
S - savings

[8] Account Number (*conditional, alphanumeric field; 17 positions*). Key in the employee's account number. **Note:** This field must be completed if the Type Of Account field is completed.

The screenshot displays the 'CHECK MAILING INFORMATION' screen. At the top, it shows the user ID 'SX76100D', the system name 'U S D A, O F M, NATIONAL FINANCE CENTER SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)', and the date/time 'XX/XX/XX 16:13:57'. The screen is divided into sections for 'AGENCY' (FIRST, MIDDLE), 'CHECK MAILING ADDRESS' (STREET ADDRESS 1, ADDRESS 2, CITY, STATE, ZIP CODE), 'DESIGNATED AGENT CODE', 'BANK DEPOSIT (DD/EFT)' (TYPE OF ACCOUNT, ACCOUNT NUMBER, ROUTING NUMBER), and 'FUNCTION CODE'. Each field is represented by a box with a number inside, indicating its position. The 'CHECK MAILING ADDRESS' section is currently active, with fields 1 through 5 visible. The 'DESIGNATED AGENT CODE' section has field 6 visible. The 'BANK DEPOSIT (DD/EFT)' section has fields 7 through 9 visible. The 'FUNCTION CODE' section has field 10 visible. At the bottom, there are instructions for using function keys: ENTER=PROCESS, PF1=MAIN MENU, PF2=INDEBTEDNESS MENU, PF5=HELP, and CLEAR=EXIT.

Figure 23. Check Mailing Information Screen

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9 Routing Number (*conditional, alphanumeric field; 9 positions*). Key in the financial institution's identification number. The first 2 digits must be within the following ranges: 01-12, 21-32, or 90-91. **Note:** This field must be completed if the Type Of Account and Account Number fields are completed. Data entered in this field is validated against information from the Table Management System.

10 Function Code (*required, alpha field; 1 position*). Key in *C* (change) if changes are made to the information.

Press [Enter]. The data is processed.

- To return to the Main Menu, press [PF1].
- To return to the Indebtedness Menu, press [PF2].

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Remarks

Remarks is Option 6 on the Indebtedness Menu (**Figure 14**). This option is used to record pertinent claim information.

To select this option, key in **6** at the Select Option (1-8) prompt on the Indebtedness Menu. Press [Enter]. The Remarks screen (**Figure 24**) is displayed.

1 **Remarks** (optional, alphanumeric field; max. of 76 positions on 1st line, max. of 80 positions on lines 2

through 12). Enter any information that is pertinent to the indebtedness record.

2 **Function Code** (required, alpha field; 1 position). Key in the applicable function code. Valid codes are:

- A** - add
- C** - change
- D** - delete

Press [Enter]. The data is recorded.

- To return to the Main Menu, press [PF1].
- To return to the Indebtedness Menu, press [PF2].

```

SX76110D          U S D A, O F M, NATIONAL FINANCE CENTER          XX/XX/XX
                  SPECIAL PAYROLL PROCESSING SYSTEM  (SPPS)        16:15:52
                        INDEBTEDNESS
                        REMARKS

SSNO              AGENCY

NAME: LAST              FIRST              MIDDLE
  1

FUNCTION CODE      2      (A=ADD  C=CHANGE  D=DELETE)
TO ADD REMARKS RECORD TYPE IN REMARKS AND USE FUNCTION CODE "A"
ENTER=PROCESS      PF1=MAIN MENU  PF2=INDEBTEDNESS MENU  PF5=HELP  CLEAR=EXIT
  
```

Figure 24. Remarks Screen

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Payment Inquiry

Payment Inquiry is Option 7 on the Indebtedness Menu (**Figure 14**). This option is used to display details of the actual payment made to the separated employee.

prompt on the Indebtedness Menu. Press [Enter]. The Payment Inquiry screen (**Figure 25**), is displayed with all payment information.

To select this option, key in 7 at the Select Option (1-8)

- To return to the Main Menu, press [PF1].
- To return to the Indebtedness Menu, press [PF2].

SX76120M	U S D A , O F M NATIONAL FINANCE CENTER				XX/XX/XX
	SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)				16:16:27
	INDEBTEDNESS				
	PAYMENT INQUIRY				
SSNO	DEPT	AGCY	POI	SEPARATION DATE	
NAME: LAST			FIRST	MIDDLE	
T&A CONTACT POINT:		STATE	CITY	UNIT	TIMEKEEPER
DISBURSEMENT TOTALS:		CURRENT	.00	TOTAL TO DATE	.00
CHECK MAILING ADDRESS:					
STREET ADDRESS 1:					
ADDRESS 2:					
CITY	STATE	ZIP CODE 00000 0000			
OR					
DESIGNATED AGENCY CODE					
OR					
BANK DEPOSIT (DD/EFT):					
TYPE OF ACCOUNT					
ACCOUNT NUMBER		ROUTING NUMBER 000000000			
PAYMENT/DEBTS/BILLING:					
DISBURSEMENT DATE 00/00/00		SCHEDULE NUMBER 0 0000			
DISBURSEMENT AMOUNT		.00			
DEBT AMOUNT COLLECTED		.00	AMOUNT BILLED TO ABCO	.00	
PF1=MAIN MENU PF2=INDEBTEDNESS MENU CLEAR=EXIT					

Figure 25. Payment Inquiry Screen

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(reserved)

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Death Case

Death Case is Option 3 on the Main Menu Screen (**Figure 5**). This option is used to process unpaid compensation to the beneficiary(ies) of a deceased employee.

Once the employee's death has been recorded in PACT by processing the personnel action or recorded through SPPS, PAYE feeds all payment data to SPPS. When the death case is established in SPPS, all applicable employee information is retrieved from the Payroll/Personnel database. PAYE is flagged to discontinue disbursement of any payment. All payments to be disbursed are accomplished through SPPS.

Beneficiary claimant information is obtained from the Form SF-1152, Designation Of Beneficiary Of Deceased Civilian Employee, if there is one on file at the agency. If there is no SF-1152 on file, order of precedence information is gathered from the Form SF-1153, Claim For Unpaid Compensation Of Deceased Civilian Employee, or Form SF-1155, Claim For Unpaid Compensation Of Deceased Civilian Employee (*No Designated Beneficiary Or Surviving Spouse*).

It is no longer necessary to submit documents related to unpaid compensation to the beneficiary(ies) of a deceased employee to NFC. However, the death claim package must be submitted to NFC. For information on the submission of death claim packages to NFC, see the Restructured Title I, Chapter 11, Nonautomated Processing.

Payments to the deceased employee's estate are calculated differently than payments to current employees. The gross pay is calculated in the usual manner. Life insurance, health insurance, social security, and/or Medicare taxes are deducted; however, no Federal, state, city, or county income tax is deducted from the final payment. Additionally, any advanced leave that is

owed is forgiven. Use TING to remove the advanced leave balance.

A Form W-2, Wage And Tax Statement, is issued for the deceased employee. A Form 1099-MISC, Miscellaneous Income, is issued to each beneficiary. Though the W-2 is usually mailed in January for most employees, W-2's for deceased employees may be mailed after January if all of the beneficiaries have not been entered and coded for payment.

Any debt not collected through the final PAYE process should be entered in SPPS for calculation and disbursement of the final payment. The following receipt account types may be entered in SPPS:

- Educational Loans
- Travel Advance Repayment (Originating in other than NFC's TRVL System)
- Property Lost, Destroyed Or Stolen
- Subsistence (Travel Payments)
- Personal Telephone Calls
- Parking Fees
- Recovery Of Jury Duty Fees
- Travel Overpayment
- Uniforms
- Other Types (Other departments) e.g., theft and 48
- embezzlement
- Other Types (USDA)

All payments are scheduled for disbursement after they are released and accepted by SPPS. Payments are processed when SPPS executes and disbursed when transmitted to Treasury.

To select this option, key in **3** at the Select Option (1-3) prompt on the Main Menu Screen, and press [Enter]. The File Control Information screen (**Figure 26**) is displayed.

SX75001D U S D A , O F M , NATIONAL FINANCE CENTER XX/XX/XX
 SPECIAL PAYROLL PROCESSING SYSTEM (SPPS) 13:28:43
 DEATH CASE

FILE CONTROL INFORMATION

SSNO AGENCY POI

** ENTER SSNO, AGENCY AND POI AND PRESS ENTER KEY **

ENTER=PROCESS PF1=MAIN MENU PF5=HELP PF12=RESET CLEAR=EXIT

Figure 26. File Control Information Screen

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Complete the fields as follows:

1 SSNO (required, numeric field; 9 positions). Key in the employee's social security number.

2 Agcy (required, alphanumeric field; 2 positions). Key in the employee's agency code.

3 POI (Personnel Office Identifier) (required, numeric field; 4 positions). Key in the employee's personnel office identifier code.

Press [Enter]. The Death Case Menu screen (**Figure 27**) is displayed showing seven options.

- To return to the Main Menu, press [PF1].
- To refresh the File Control Information screen and enter another record, press [PF12].

Below is a brief description of each option:

1. Establish/Delete Death Case. Used to establish or delete a death case. Once the death case is established, no monies will be disbursed until all options requiring data entry are completed and the payment is coded for release.

2. Beneficiary Claimant Information. Used to add, change, or delete information regarding the deceased employee's beneficiary(ies). This option also identifies

the heir(s) who will receive the deceased employee's final payment.

3. Adjustment Due To Employee Indebtedness. Used to add, change, or delete administrative debts not recorded in SPPS and query all outstanding administrative debts the deceased employee incurred.

4. Payment Certification. Used to (1) confirm receipt of the necessary documentation to process the death claim, (2) show a preliminary calculation of amounts disbursed to the claimants to date and amounts to be disbursed, (3) show claimant specific data based on information received to date, and (4) allow authorization of the claim for final processing.

5. Payment Inquiry. Used to query payments that have been disbursed and the amount(s) remaining to be disbursed at the time the last disbursement occurred.

6. Remarks. Used to record pertinent claim information.

7. Manual Payment(s) (NFC Only). Used by NFC employees to add, change, or delete manual payments.

To select an option from the Death Case Menu, complete the Select Option (1-7) prompt and press [Enter].

The screen for the selected option is displayed.

Instructions follow for using the options on the Death Case Menu.

- To return to the Main Menu, press [PF1].

```

SX75002D      U S D A, O F M, NATIONAL FINANCE CENTER      XX/XX/XX
              SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)      16:18:21
              DEATH CASE

              DEATH CASE MENU

              1. ESTABLISH/DELETE DEATH CASE
              2. BENEFICIARY CLAIMANT INFORMATION
              3. ADJUSTMENT DUE TO EMPLOYEE INDEBTEDNESS
              4. PAYMENT CERTIFICATION
              5. PAYMENT INQUIRY
              6. REMARKS
              7. MANUAL PAYMENT(S)      (NFC ONLY)

              SELECT OPTION (1-7) =====> _

              ** SELECT MENU SCREEN OPTION "1" THRU "7" AND PRESS ENTER KEY **

              ENTER=NEXT SCREEN  PF1= MAIN MENU  CLEAR=EXIT
  
```

Figure 27. Death Case Menu

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Establish/Delete Death Case

Establish/Delete Death Case is Option 1 on the Death Case Menu (**Figure 27**). This option is used to add or delete a death case. All death cases must be entered in SPPS.

A death case record can be established before the employee's personnel action is processed. Therefore, make sure that information is being entered for the correct employee and that the correct option has been selected.

A death case established in SPPS cannot be deleted if a payment record has been sent to SPPS for disbursement. To delete the case after that time, contact NFC's Payroll/Personnel Operations Section.

To select this option, key in **I** at the Select Option (1-7) prompt on the Death Case Menu. Press [Enter]. The Establish/Delete Death Case screen (**Figure 28**) is displayed.

Complete the fields as follows:

1 **SSNO** (*no-entry field*). This field is system generated from the File Control Information screen entry.

Name

2 **Last** (*no-entry field*). This field is system generated from the Payroll/Personnel database.

3 **First** (*no-entry field*). This field is system generated from the Payroll/Personnel database.

4 **Middle** (*no-entry field*). This field is system generated from the Payroll/Personnel database.

5 **Separation Date** (**MM DD YY**) (*conditional, numeric field; 6 positions*). This field is system generated from the Payroll/Personnel database, if not, key in the employee's separation date. This date must agree with the date on the personnel action.

6 **Function Code** (*required, alpha field; 1 position*). Valid values are **A** (add) or **D** (delete). Key in the applicable function code. Key in **A** to add a death case record to SPPS. Key in **D** to delete an erroneous record. **Note:** A **D** does not delete the record from the Payroll/Personnel System.

Press [Enter]. The death case is established/deleted.

```
SX75003D          U S D A, O F M, NATIONAL FINANCE CENTER          XX/XX/XX
                  SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)          16:18:49
                  DEATH CASE
                  ESTABLISH/DELETE DEATH CASE

SSNO:  1

NAME:  LAST  2          FIRST  3          MIDDLE  4

SEPARATION DATE (MM DD YY)  5

FUNCTION CODE  _  6      (A=ADD  D=DELETE)

ENTER=PROCESS  PF1=MAIN MENU  PF2=DEATH CASE MENU  PF5=HELP  CLEAR=EXIT
```

Figure 28. Establish/Delete Death Case Screen

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Beneficiary Claimant Information

Beneficiary Claimant Information is Option 2 on the Death Case Menu (**Figure 27**). This option is used to add, change, or delete information regarding the deceased employee's beneficiary(ies). **Note: A record for each beneficiary must be established before processing.**

To select this option, key in 2 at the Select Option (1-7) prompt on the Death Case Menu. Press [Enter]. The Beneficiary Claimant Information, Screen 1 (**Figure 29**) is displayed.

Complete the fields as follows:

SF Document - Form No:

1 1152 - Completed And On File (required, alpha field; 1 position). Key in *Y* (yes) if there is a completed Form SF-1152, Designation Of Beneficiary, Unpaid Compensation Of Deceased Civilian Employee, on file. Key in *N* (no) if there is no completed SF-1152 on file.

2 1153/1155 Received, Signed & Witnessed (required, alpha field; 1 position). Key in *Y* (yes) if the Form SF-1153, Claim For Unpaid Compensation Of Deceased Civilian Employee, or Form SF-1155, Claim For Unpaid Compensation Of Deceased Civilian Employee (*No Designated Beneficiary Or Surviving Spouse*), has been received in the personnel office, signed and witnessed. Key in *N* (no) if the applicable form has not been received by the personnel office or if any signatures are missing.

Note: There must be a completed Form SF-1153 or SF-1155 submitted for all claimants.

3 Date Signed (MM DD YY) (required, numeric field; 6 positions). Key in the date (mmddyy) that the SF-1153 or SF-1155 was signed and witnessed.

Note: Payment cannot be disbursed to the beneficiary claimant(s) if this field is not completed.

4 Claimant No (no-entry field). This field is system generated and identifies the order in which the beneficiary claimants were entered.

5 Minor (required, alpha field; 1 position). Key in *Y* (yes) if the beneficiary claimant was less than 18 years of age when the SF-1153 or SF-1155 was signed and witnessed. Key in *N* (no) if the beneficiary claimant was not a minor when the SF-1153 or SF-1155 was signed or witnessed.

6 Designated Share (Percent) (conditional, numeric field; max. of 3 positions). Key in the percentage amount (in whole numbers only) entered in the Share To Be Paid To Each Beneficiary block on the employee's SF-1152. If only the SF-1153 or SF-1155 is submitted, do not complete this field. The disbursements will be in equal amounts. **Note:** The percentage amount from the SF-1152, if applicable, will be validated once the payment is certified for release.

7 SSNO (required, numeric field; 9 positions). Key in the beneficiary claimant's social security number.

SX75004D U S D A , O F M , NATIONAL FINANCE CENTER XX/XX/XX
SCREEN 1 OF 2 SPECIAL PAYROLL PROCESSING SYSTEM (SPPS) 11:00:35
DEATH CASE
BENEFICIARY CLAIMANT INFORMATION

SSNO
NAME: LAST FIRST MIDDLE
SF DOCUMENT - FORM NO:
1152 - COMPLETED AND ON FILE 1 (Y,N)
1153/1155 RECEIVED, SIGNED & WITNESSED (Y,N) 2
DATE SIGNED (MM DD YY) 3
CLAIMANT NO 4 MINOR 5 (Y,N) DESIGNATED SHARE (PERCENT) 6
SSNO: 7 AGE 8 RELATIONSHIP TO DECEASED 9
NAME: 10

SHOULD DISBURSEMENTS BE HELD? (Y/N) 11
CLAIM STATUS: 14 ACTIVITY DATE: 13 / /
REASON FOR HOLD STATUS: (P=PENDING LEGAL REVIEW, O=OTHER)
SHOULD DISBURSEMENTS BE RELEASED FROM HOLD STATUS? (Y/N) 15
CLAIM DECISION FOR PENDING LEGAL REVIEW: (X) DENIED ACCEPTED 16
FUNCTION CODE 12 (A=ADD C=CHANGE D=DELETE)

ENTER=PROCESS PF2=DEATH CASE MENU PF5=HELP PF7=PREV CLAIMANT
PF8=NEXT CLAIMANT PF9=NEXT SCREEN PF12=ADD NEW CLAIMANT CLEAR=EXIT

Figure 29. Beneficiary Claimant Information, Screen 1

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[8] Age (*optional, numeric field; max. of 3 positions*). Key in the age of the beneficiary claimant at the time the SF-1 153, or SF-1155 was signed and witnessed. Only enter the age if the beneficiary is a minor.

[9] Relationship To Deceased (*required, alpha field; max. of 11 positions*). Key in the relationship of the claimant to the deceased. Acceptable entries are: **husband (husb)**, **wife (wif)**, **father (fath)**, **mother (mot)**, **sister (sis)**, **brother (bro)**, **aunt (aunt)**, **uncle (uncl)**, **nephew (neph)**, **niece (niec)**, **grandchild (granchil)**, **grandparent (granpar)**, **son (son)**, **daughter (daug)**, **other**.

Note: If the employee's estate will be administered by the state of domicile, key in **Other-State**.

[10] Name (*required, alpha field; max. of 25 positions*). Key in the beneficiary claimant's **first** name. Key in the beneficiary claimant's **middle** name or initial. Key in the beneficiary claimant's **last** name. Example: Mary Smith Mother of. Key in the beneficiary's relationship to the deceased. **No punctuation marks can be used when entering the name or address, only parentheses can be used.**

[11] Should Disbursements Be Held? (*required, alpha field; 1 position*). Key in **Y** (yes) if disbursements for the beneficiary claimant should be held pending legal review or for another reason. Key in **N** (no) if disbursements should not be held.

Note: If the SF-1152 was submitted, the disbursement(s) cannot be held.

The cursor moves to the Function Code field.

[12] Function Code (*required, alpha field; 1 position*). Key in the applicable function code. Valid values are:
A - add
C - change
D - delete

Press [Enter]. If **Y** is entered in the Should Disbursements Be Held field, the cursor moves to the Claim Status section. If **N** is entered, the Beneficiary Claimant Information, Screen 2, is displayed.

Claim Status:

[13] Activity Date (*no-entry field*). This field is system generated and indicates the date entries were made on this screen.

[14] Reason For Hold Status (*conditional, alpha field; 1 position*). Key in **P** if the disbursement is on hold

pending legal review. Key in **O** if the disbursement is on hold for a reason other than pending legal review. If the disbursement is on hold pending legal review, forward the original documents, relating to the death case to NFC Certification and Disbursement Section. The disbursement to the claimant remains on hold until NFC renders a decision. Maintain a copy of the documents in the employee's OPF.

[15] Should Disbursements Be Released From Hold Status? (*conditional, alpha field; 1 position*). Key in **Y** if the disbursements should be released from a hold status. Key in **N** if the disbursements should not be released from a hold status.

Note: The disbursement must be held and a distribution made before it can be released (i.e., the Should Disbursements Be Held field must be coded **Y**). An **N** in this field does not release the disbursement for payment. Disbursements are released for payment at the Authorization screen.

[16] Claim Decision For Pending Legal Review (*conditional, alpha field; 1 position*). Key in **X** next to Denied if the beneficiary claimant is denied for a disbursement after legal review. Key in **X** next to Accepted if it was decided that the beneficiary claimant can receive a disbursement after legal review.

Note: Do not complete this field if the Reason For Hold Status field was coded **O**.

Key in **A** (add) in the Function Code field and press [Enter]. The Beneficiary Claimant Information, Screen 2, is displayed.

Note: Information on this screen will not be stored in the SPPS database until Screen 2 is completed.

If the data entered does not pass system edits, an edit message is displayed at the bottom of the screen. All data must pass system edits to advance to the next screen.

- To return to the Death Case Menu, press [PF2].
- To view Screen 1 data for a previous claimant, press [PF7].
- To view Screen 2 data for the next claimant, press [PF8].
- To access the Beneficiary Claimant Information, Screen 2, press [PF9].
- To refresh the screen and add a new claimant, press [PF12].

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Completing Check Mailing Information. At the Beneficiary Claimant Information, Screen 1 (Figure 29), press [PF9], the Beneficiary Claimant Information, Screen 2 (Figure 30) is displayed. This screen is used to enter the address to which the beneficiary's payment should be sent. Complete the applicable fields as follows:

Check Mailing Information:

If fields 1 thru 5 are completed, do not complete fields 6 thru 9.

1 Street Address 1 (required, alphanumeric field; max. of 35 positions). Key in the (Deceased) employees name. Example: John Doe (Deceased). Or key in the guardian's name, **Guardian of**, the beneficiary's name, the beneficiary's relationship to the deceased, the deceased employee's name, and (Deceased). Example: Mary Smith Guardian of Ann Smith Daughter of John Smith (Deceased). **Note:** This field only accommodates 35 positions; therefore, it is necessary to abbreviate the entries. **No punctuation marks can be used when entering the name or address, only parentheses can be used.**

2 Address 2 (conditional, alphanumeric field; max. of 35 positions). Key in the beneficiary claimant's street address.

3 City (conditional, alpha field; max. of 20 positions). Key in the beneficiary claimant's city name.

4 State (conditional, alpha field; 2 positions). Key in the beneficiary claimant's state abbreviation.

5 ZIP Code (conditional, numeric field; 5 positions). Key in the beneficiary claimant's ZIP Code.

OR

If field 6 is completed, do not complete any other field.

6 Designated Agent Code (Not available at this time).

OR

Bank Deposit (DD/EFT):

If fields 7 thru 9 are completed, do not complete fields 1 thru 6.

7 Type Of Account (Not available at this time).

8 Account Number (conditional, alphanumeric field; 17 positions). Key in the beneficiary claimant's account number. **Note:** This field must be completed if the Type Of Account field is completed.

```

SX75005D      U S D A, O F M, NATIONAL FINANCE CENTER      XX/XX/XX
SCREEN 2 OF 2  SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)      16:29:15
                DEATH CASE
                BENEFICIARY CLAIMANT INFORMATION

SSNO
NAME: LAST          FIRST          MIDDLE

CLAIMANT NO      SSNO:
NAME:
CHECK MAILING INFORMATION:
STREET ADDRESS 1: 1
ADDRESS 2: 2
CITY 3            STATE 4        ZIP CODE 5
OR
DESIGNATED AGENT CODE 6
OR
BANK DEPOSIT (DD/EFT):
TYPE OF ACCOUNT 7
ACCOUNT NUMBER 8
ROUTING NUMBER 9

ENTER=PROCESS  PF2=DEATH CASE MENU  PF5=HELP  PF7=PREV CLAIMANT
PF8=NEXT CLAIMANT  PF9=PREV SCREEN  CLEAR=EXIT
  
```

Figure 30. Beneficiary Claimant Information, Screen 2

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9 Routing Number (*conditional, alphanumeric field; 9 positions*). Key in the financial institution's identification number. The first 2 digits must be within the following ranges: 01-12, 21-32, or 90-91. **Note:** This field must be completed if the Type Of Account and Account Number fields are completed. Data entered in this field is validated against information from the Table Management System.

Press [Enter]. The data is processed.

- To return to the Death Case Menu, press [PF2].
- To view data for a previous claimant, press [PF7].
- To view data for the next claimant, press [PF8].
- To access the Beneficiary Claimant Information, Screen 1, press [PF9].

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Adjustment Due To Employee Indebtedness

Adjustment Due To Employee Indebtedness is Option 3 on the Death Case Menu (**Figure 27**). This option is used to (1) add debts to SPPS not recorded in ABCO, (2) change or delete these debts, and (3) query **all** debts recorded in ABCO and SPPS.

To select this option, key in 3 at the Select Option (1-7) prompt on the Death Case Menu. Press [Enter]. The Adjustment Due To Employee Indebtedness menu (**Figure 31**) is displayed showing two options.

Below is a brief description of each option.

1. Employee Indebtedness Update. This option is used to add, change, or delete administrative debts not already recorded in ABCO or SPPS for a deceased employee.

2. Employee Indebtedness Inquiry. This option is used to query information on all debts recorded in ABCO and SPPS for a deceased employee.

- To return to the Main Menu, press [PF1].
- To return to the Death Case Menu, press [PF2].

Instructions follow for using the options on the Adjustment Due To Employee Indebtedness menu.

```
SX75006D      U S D A, O F M, NATIONAL FINANCE CENTER      XX/XX/XX
              SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)      16:32:16
              DEATH CASE

              ADJUSTMENT DUE TO EMPLOYEE INDEBTEDNESS

              1. EMPLOYEE INDEBTEDNESS UPDATE
              2. EMPLOYEE INDEBTEDNESS INQUIRY

              SELECT OPTION (1-2) =====> _

              ** SELECT MENU SCREEN OPTION "1" OR "2" AND PRESS ENTER KEY **
              ENTER=NEXT SCREEN  PF1= MAIN MENU  PF2=DEATH CASE MENU  CLEAR=EXIT
```

Figure 31. Adjustment Due To Employee Indebtedness Menu

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Employee Indebtedness Update

Employee Indebtedness Update is Option 1 on the Adjustment Due To Employee Indebtedness menu (**Figure 31**). This option is used to add, change, or delete administrative debts not already recorded in ABCO. Debts recorded in ABCO cannot be changed or deleted in SPPS. If a debt that is recorded in ABCO requires a change or deletion, contact the Administrative Billings and Collections Inquiry Line at **504-255-5344**.

To select this option, key in **I** at the Select Option (1-2) prompt on the Adjustment Due To Employee Indebtedness menu. Press [Enter]. The Employee Indebtedness Update screen (**Figure 32**) is displayed.

Complete the fields as follows:

- [1] Function Code** (*required, alpha field; 1 position*). Key in the applicable function code for each administrative debt. Valid values are:
- A** - add
 - C** - change
 - D** - delete

Note: This is a line item update for debts recorded in SPPS.

- [2] Rec Acct Type Code (Receipt Account Type Code)** (*required, numeric field; 2 positions*). Key in the applicable code to identify the reason for the debt and/or deduction. For a list of valid codes, press [PF5]. **Note:** Do not enter advanced leave on this screen. Advanced leave is forgiven for deceased employees.

- [3] Amount** (*required, numeric field; 8 positions*). Key in the total amount (use a decimal point to separate dollars and cents) of the indebtedness for the specific receipt account.

- [4] Acct Stat (Accounting Station)** (*required, numeric field; 4 positions*). Key in the deceased employee's accounting station code.

- [5] Accounting Data** (*required, alphanumeric field; 10 positions*). Key in the applicable accounting data to which the dollar amount is being charged. (The accounting data should be entered in the same format that is recorded in MASC.)

- [6] Bill Number** (*no-entry field*). This field is system generated.

Press [Enter]. The debts are added, changed, or deleted. The debts are sequenced with the last entry displaying first.

- To return to the Main Menu, press [PF1].
- To return to the Death Case Menu, press [PF2].
- To return to the Adjustment Due To Employee Indebtedness menu, press [PF3].
- To view the previous screen when there are additional administrative debts, press [PF7].
- To add more administrative debts, press [PF8].

SSNO		U S D A , O F M , NATIONAL FINANCE CENTER SPECIAL PAYROLL PROCESSING SYSTEM (SPPS) DEATH CASE/ADJUSTMENT EMPLOYEE INDEBTEDNESS UPDATE				XX/XX/XX 08:17:11	
NAME	LAST	FIRST	MIDDLE	AGCY			
FUNC	REC	ACCT	AMOUNT	ACCT	ACCOUNTING DATA	BILL NUMBER	
CODE	TYPE	CD		STAT			
[1] -	[2]		[3] . [4]	0000	[5]	[6]	000000000
-			.00	0000			000000000
-			.00	0000			000000000
-			.00	0000			000000000
-			.00	0000			000000000
-			.00	0000			000000000
-			.00	0000			000000000
-			.00	0000			000000000
-			.00	0000			000000000
-			.00	0000			000000000
-			.00	0000			000000000
-			.00	0000			000000000
-			.00	0000			000000000

ENTER=PROCESS
PF5=HELP
PF1=MAIN MENU
PF7=PREV RECORD
PF2=DEATH CASE MENU
PF8=NEXT RECORD
PF3=ADJUSTMENT MENU
CLEAR=EXIT

Figure 32. Employee Indebtedness Update Screen

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Employee Indebtedness Inquiry

Employee Indebtedness Inquiry is Option 2 on the Adjustment Due To Employee Indebtedness menu (**Figure 31**). This option is used to query information on all debts recorded in ABCO and SPPS.

To select this option, key in 2 at the Select Option (1-2) prompt on the Adjustment Due To Employee Indebtedness menu. Press [Enter]. The Employee Indebtedness Inquiry screen (**Figure 33**) is displayed showing all recorded debts.

- To return to the Main Menu, press [PF1].
- To return to the Death Case Menu, press [PF2].
- To return to the Adjustment Due To Employee Indebtedness menu, press [PF3].
- To view the previous screen when there are additional recorded debts, press [PF7].
- To view additional recorded debts, press [PF8].

```
SX75008D          U S D A, O F M, NATIONAL FINANCE CENTER          XX/XX/XX
                   SPECIAL PAYROLL PROCESSING SYSTEM  (SPPS)        10:02:55
                   DEATH CASE/ADJUSTMENT
                   EMPLOYEE INDEBTEDNESS INQUIRY

SSNO              NAME  LAST              FIRST              MIDDLE              AGCY
BILL              INDEBTED              REC ACCT              SYSTEM
NUMBER           AMOUNT              DATE  TYPE  CODE              ACCESSED

PF1=MAIN MENU  PF2=DEATH CASE MENU  PF3=ADJUSTMENT MENU  PF7=PREV RECORD
PF8=NEXT RECORD  CLEAR=EXIT
```

Figure 33. Employee Indebtedness Inquiry Screen

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Payment Certification

Payment Certification is Option 4 on the Death Case Menu (**Figure 27**). This option is used to:

- Identify the heir(s) who will receive the deceased employee's final payment(s).
- Confirm receipt of the necessary documentation to process the death claim and allow authorization of the claim for final processing.
- Show a preliminary calculation of amounts disbursed to the claimants to date and amounts to be disbursed.
- Show claimant specific data based on information received to date.

To select this option, key in **4** at the Select Option (1-7) prompt on the Death Case Menu. Press [Enter]. The Order Of Precedence In Accordance With 5USC5582(B) screen (**Figure 34**) is displayed.

Selecting A Beneficiary. The Order Of Precedence In Accordance With 5USC5582(B) screen is used to select the beneficiary(ies) of the deceased in the order designated by 5USC5582(B).

The order of precedence, as designated by 5USC5582(B), is as follows:

First, to the beneficiary or beneficiaries designated by the employee in writing received in the employing agency before his/her death.

Second, if there is no designated beneficiary, to the widow or widower of the employee.

Third, if none of the above, to the child or children of the employee and descendants of deceased children by representation.

Fourth, if none of the above, to the parents of the employee or the survivor of them.

Fifth, if none of the above, to the duly appointed legal representative of the estate of the employee.

Sixth, if none of the above, to the person or persons entitled under the laws of the domicile of the employee at the time of his/her death.

Complete the fields as follows:

1 (Enter Y To Identify Beneficiary Selection) (required, alpha field; 1 position). Key in **Y** (yes) next to the appropriate field to select a beneficiary. **Note:** Only one selection is allowed.

Complete the following fields only if the Child Or Children field is coded **Y**.

2 Legal Guardianship Papers, If Other Than Parent (conditional, alpha field; 1 position). Key in **Y** (yes) if the documents indicating legal guardianship are received.

```
SX75009D      U S D A , O F M , NATIONAL FINANCE CENTER      XX/XX/XX
SCREEN 1 OF 5   SPECIAL PAYROLL PROCESSING SYSTEM  (SPPS)      8:43:16
                                DEATH CASE/CERTIFICATION
                                ORDER OF PRECEDENCE IN ACCORDANCE WITH 5USC5582(B)

SSNO
NAME: LAST                FIRST                MIDDLE

1 (ENTER Y TO IDENTIFY BENEFICIARY SELECTION)
(1) - DESIGNATED BENEFICIARY(IES) (PER SF 1152)
(2) - WIDOW OR WIDOWER
(3) - CHILD OR CHILDREN (ENTER Y BELOW TO CONFIRM DOCUMENT RECEIPT)
2 (A) - LEGAL GUARDIANSHIP PAPERS, IF OTHER THAN PARENT
3 (B) - LETTER OF INTENT FROM OTHER PARENT OR GUARDIAN
4 (C) - COMPLETED SF-1153 FORM FROM GUARDIAN
4 (A) - PARENTS
(5) - EXECUTOR OR ADMINISTRATOR OF THE ESTATE (ENTER Y BELOW TO
CONFIRM DOCUMENT RECEIPT)
(A) 5 COURT DOCUMENTS OF THE APPOINTMENT
(6) - PERSON(S) ENTITLED UNDER LAWS OF DOMICILE AT THE TIME OF DEATH
FUNCTION CODE 6 (A=ADD C=CHANGE D=DELETE)

ENTER=PROCESS PF1=MAIN MENU PF2=DEATH CASE MENU PF5=HELP
PF8=NEXT SCREEN PF12=RESET CLEAR=EXIT
```

Figure 34. Order Of Precedence In Accordance With 5USC5582(B) Screen

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3 Letter Of Intent From Other Parent Or Guardian (conditional, alpha field; 1 position). Key in **Y** (yes) when the letter of intent is received from the other parent or the guardian.

4 Completed SF-1153 Form From Guardian (conditional, alpha field; 1 position). Key in **Y** (yes) when a completed SF-1153 is received from the guardian.

Complete the following field if the Executor Or Administrator Of The Estate field is coded **Y**.

5 Court Documents Of The Appointment (conditional, alpha field; 1 position). Key in **Y** (yes) when the applicable court documents are received.

6 Function Code (required, alpha field; 1 position). Key in the applicable function code. Valid values are:
A - add
C - change
D - delete

Press [Enter]. The order of precedence data is recorded and the Authorization screen is displayed.

- To return to the Main Menu, press [PF1].
- To return to the Death Case Menu, press [PF2].
- To access the Authorization screen, press [PF8].
- To refresh the screen, press [PF12].

Authorizing The Claim. At the Order of Precedence In Accordance With 5USC5582(B) screen (**Figure 34**),

press [PF8]. The Authorization screen (**Figure 35**) is displayed. This screen is used to authorize the calculation and distribution of payments to approved beneficiaries entered on the Beneficiary Claimant Information screen. This screen must be completed to release payments to all approved beneficiaries. If a claim is denied or approved after pending legal review, you must code the applicable field to recalculate and release the portion that was in question.

SPPS allows for multiple disbursements for death cases. If a claimant's entitlement is held pending legal review, payments to approved claimants can be authorized without waiting for approval or denial of the claimant in question. When a claimant is granted or denied approval, recalculate the distribution and release the amount in question to the specified claimant or to other approved claimants.

Complete the fields as follows:

1 Date Of Death (MM DD YY) (required, numeric field; 6 positions). Key in the employee's date of death (mmddyy). **Note:** This date must agree with the date of death entered on the personnel action.

2 Marital Status (required, alpha field; 1 position). Key in the applicable code identifying the deceased employee's marital status. Valid values are:
S - single, including widowed
M - married
D - divorced

Note: This code must agree with what is shown on the death certificate.

```

SX75010D      U S D A , O F M , N A T I O N A L F I N A N C E C E N T E R      XX/XX/XX
SCREEN 2 OF 5   SPECIAL PAYROLL PROCESSING SYSTEM  (SPPS)                   8:19:13
                                     D E A T H   C A S E / C E R T I F I C A T I O N
                                     A U T H O R I Z A T I O N

SSNO
NAME: LAST           FIRST           MIDDLE

DATE OF DEATH (MM DD YY) 1 (MUST AGREE WITH PERSONNEL ACTION)
MARITAL STATUS 2 (AS SHOWN ON DEATH CERTIFICATE)

                                     A U T H O R I Z A T I O N

HAVE ALL APPLICABLE DEBTS BEEN RECORDED IN SPPS? 3 (Y,N)

CALCULATE DISTRIBUTION 4 (Y)
RELEASE PAYMENT(S) 5 (Y) IF YES, IS THIS THE FINAL PAYMENT 6 (Y,N)
FUNCTION CODE 7 (A=ADD C=CHANGE D=DELETE)

ENTER=PROCESS      PF1=MAIN MENU      PF2=DEATH CASE MENU      PF5=HELP
PF7=PREV SCREEN    PF8=NEXT SCREEN    PF12=RESET              CLEAR=EXIT
  
```

Figure 35. Authorization Screen

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3 Have All Applicable Debts Been Recorded In SPPS? (*required, alpha field; 1 position*). Key in *Y* (yes) if all known debts for the deceased employee have been recorded in SPPS. Key in *N* (no) if all known debts for the deceased employee have not been recorded in SPPS

4 Calculate Distribution (*optional, alpha field; 1 position*). Key in *Y* (yes) to begin the online certification and payment calculation process. Otherwise, leave this field blank. This is a preliminary payment calculation process to be used for review and approval of payment calculation before releasing the payment for distribution. To view each claimant's scheduled amount, see Pending Disbursement(s) By Claimant. **Note:** Do not calculate the distribution if the employee is not coded as deceased in the Payroll/Personnel database.

If the distribution is calculated but payment(s) is not released, the information on this screen will be retained until the payment is released and disbursement is made. For a status of death claims, request CULPRPT Report P0165, Death Case Status Of Active Claims By Agency/POI Thru Quarter Ending XX/XX/XX.

5 Release Payment(s) (*optional, alpha field; 1 position*). Key in *Y* (yes) to authorize payment to the approved beneficiary(ies). To view the amount each claimant received, see the Payment Inquiry By Claimant screen (**Figure 41**). If this field is coded *Y* (yes) and the payment information does not display on the Payment Inquiry screen, request CULPRPT Report P0163, Death Case/Indebtedness Audit Error(s) For Processing Date XX/XX/XX. There may be errors that are preventing the payment from being disbursed. Correct the errors listed on the report and release the payment again. If there are errors that are too difficult to correct, contact NFC's Payroll/Personnel Operations Section. To calculate each beneficiary's amount without disbursement, key in *Y* (yes) in the Calculate Distribution field and leave this field blank. **Note:** Do not calculate the distribution if the employee is not coded as deceased in the Payroll/Personnel database.

Complete this field once all payment(s) have been disbursed.

6 If Yes, Is This The Final Payment (*optional, alpha field; 1 position*). Key in *Y* (yes) if this death case is complete (i.e., each claimant is coded release on the Beneficiary Claimant Information screen). Key in *N* (no) if all claimants are not coded release. **Note:** Do not calculate the distribution if the employee is not coded as deceased in the Payroll/Personnel database.

7 Function Code (*required, alpha field; 1 position*). Key in the applicable function code. Valid values are:

- A* - add
- C* - change
- D* - delete

Note: If the function code is changed to *D*, the death case record will not process unless the code is changed back to *A*.

Press [Enter]. The Authorization data is processed.

- To return to the Main Menu, press [PF1].
- To return to the Death Case Menu, press [PF2].
- To display the Order Of Precedence In Accordance with 5USC5582(B) screen, press [PF7].
- To display the Pending Disbursement(s) screen, press [PF8].
- To refresh the screen, press [PF12].

Viewing Pending Disbursements. At the Authorization screen (**Figure 35**), press [PF8]. The Pending Disbursement(s) screen (**Figure 36**) is displayed. All data on this screen is system generated from SPPS entries. This screen is used to view each payment that is scheduled to be disbursed and shows the total amount to be disbursed. The fields on this screen are described below.

Monies To Be Disbursed

Payroll:

1 Pay Period No/Yr (*no-entry field*). This field indicates the pay period number and year for the payment being processed.

2 Type Payment (*no-entry field*). This field indicates the type of payment being disbursed.

3 Amount (*no-entry field*). This field indicates the amount of the payment.

- To return to the Main Menu, press [PF1].
- To return to the Death Case Menu, press [PF2].
- To access the Authorization screen (**Figure 35**), press [PF9].
- To access the Pending Disbursement(s) By Claimant screen, press [PF10].
- To view the disbursement totals, press [PF4].

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SX75011D U S D A, O F M, NATIONAL FINANCE CENTER XX/XX/XX
SCREEN 3 OF 5 SPECIAL PAYROLL PROCESSING SYSTEM (SPPS) 16:53:14
DEATH CASE/CERTIFICATION
PENDING DISBURSEMENT(S)

SSNO	NAME LAST	FIRST	MIDDLE	TYPE	AMOUNT
MONIES TO BE DISBURSED					
PAYROLL: PAY PERIOD					
NO YR					

1 2 3

PF1 = MAIN MENU PF2 = DEATH CASE MENU PF4 = TOTALS PF7 = PREV RECORD
PF8 = NEXT RECORD PF9 = PREV SCREEN PF10=NEXT SCREEN CLEAR=EXIT

Figure 36. Pending Disbursement(s) Screen

Viewing Pending Disbursement(s) Totals. At the Pending Disbursement(s) screen (Figure 36), press [PF4]. The Pending Disbursement(s) (Totals) screen (Figure 37) is displayed. Press [Enter] to display the summary totals. All data on this screen is system generated from SPPS entries. The fields on this screen are described below.

Reissuance:

A check made out to the deceased is canceled and reissued in the name of the heir(s). The amount may be different because of tax laws associated with death cases.

1 Date (no-entry field). This field indicates the date of the payment, in month, day, year order.

2 Amount (no-entry field). This field indicates the amount of the reissued payment.

Tax Credits:

Tax credits are a result of payments being distributed to heirs in the tax year following the year of the employee's death. If the payments are made in the same year as the year of death, there are no tax credits.

SX75011D U S D A, O F M, NATIONAL FINANCE CENTER XX/XX/XX
SCREEN 4 OF 5 SPECIAL PAYROLL PROCESSING SYSTEM (SPPS) 14:08:26
DEATH CASE/CERTIFICATION
PENDING DISBURSEMENT(S)

SSNO	NAME LAST	FIRST	MIDDLE	TYPE	AMOUNT
MONIES TO BE DISBURSED					
PAYROLL: PAY PERIOD					
NO YR					

SUB-TOTAL

REISSUANCE: DATE 1 00/00/00
TAX CREDITS: TAX YEAR 3 00 HITS 4
EMPLOYEE INDEBTEDNESS: 6 SOCIAL SECURITY 5
TOTAL MONIES TO BE DISBURSED: 7 ()

0.00

PF1 = MAIN MENU PF2 = DEATH CASE MENU PF4 = DETAIL
PF10 = NEXT SCREEN CLEAR=EXIT

Figure 37. Pending Disbursement(s) (Totals) Screen

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Only wages that were earned by the decedent and disbursed to heirs in the year of the employee's death are subject to Social Security and/or Medicare taxes. Wages not disbursed in the tax year receive tax credits. These payments are distributed to the beneficiary(ies) in accordance with the Designated Share (Percent) field on the Beneficiary Claimant Information screen. At the end of the year, a Form 1099-MISC, Miscellaneous Income, is generated and forwarded to all applicable beneficiaries.

3 Tax Year (*no-entry field*). This field indicates the year of the employee's death.

4 HITS (*no-entry field*). This field indicates the amount to be disbursed as a result of HITS tax credits.

5 Social Security (*no-entry field*). This field indicates the amount to be disbursed as a result of social security tax credits.

6 Employee Indebtedness (*no-entry field*). This field indicates the total amount of indebtedness recorded in both ABCO and SPPS.

7 Total Monies To Be Disbursed (*no-entry field*). This field indicates the total amount to be disbursed to the deceased employee's heirs. If this amount is negative and the payment is released, the employee's estate will be billed through ABCO.

- To return to the Main Menu, press [PF1].
- To return to the Death Case Menu, press [PF2].

- To display the detail of the Pending Disbursement(s), press [PF4].

- To display the Authorization screen (**Figure 35**), press [PF9].

- To display the Pending Disbursement(s) By Claimant screen, press [PF10].

Viewing Pending Claimant Disbursements. At the Pending Disbursement(s) (*Totals*) screen (**Figure 37**), press [PF10]. The Pending Disbursement(s) By Claimant screen (**Figure 38**) is displayed. All data on this screen is system generated and reflects the disbursements from the most recent SPPS entries. The fields on this screen are described below.

1 Amt In Suspense (*no-entry field*). This field indicates the amount in suspense.

2 Current Dis Amt (*no-entry field*). This field indicates the amount to be disbursed to the beneficiary claimant.

3 SSNO (*no-entry field*). This field indicates the beneficiary claimant's social security number.

4 Claimant No (*no-entry field*). This field indicates the order in which the beneficiary claimants were entered into the system.

5 Name (*no-entry field*). This field indicates the claimant's first, middle name or initial and last name/guardian if applicable/relationship.

SX75012D U S D A, O F M, NATIONAL FINANCE CENTER XX/XX/XX
SCREEN 5 OF 5 SPECIAL PAYROLL PROCESSING SYSTEM (SPPS) 16:58:06
DEATH CASE/CERTIFICATION
PENDING DISBURSEMENT(S) BY CLAIMANT

SSNO
NAME: LAST FIRST MIDDLE
AMT IN SUSPENSE **1** CURRENT DIS AMT **2**

SSNO **3** CLAIMANT NO **4**
NAME: **5**

CHECK MAILING INFORMATION:
STREET ADDRESS 1: **6**
ADDRESS 2: **7**

CITY **8** STATE **9** ZIP CODE **10**

OR
DESIGNATED AGENT CODE **11**

OR
BANK DEPOSIT (DD/EFT):
TYPE OF ACCOUNT **12**
ACCOUNT NUMBER **13**
ROUTING NUMBER 000000000 **14**

PF1=MAIN MENU PF2=DEATH CASE MENU PF7=PREV CLAIMANT PF8=NEXT CLAIMANT
PF9=PREV SCREEN CLEAR=EXIT

Figure 38. Pending Disbursement(s) By Claimant Screen

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Check Mailing Information:

[6] Street Address 1 (*no-entry field*). This field indicates the first line of the beneficiary claimant's or the designated agent's street address.

[7] Address 2 (*no-entry field*). This field indicates the second line of the beneficiary claimant's or the designated agent's street address.

[8] City (*no-entry field*). This field indicates the beneficiary claimant's or designated agent's city name.

[9] State (*no-entry field*). This field indicates the beneficiary claimant's or the designated agent's state abbreviation.

[10] ZIP Code (*no-entry field*). This field indicates the beneficiary claimant's or the designated agent's ZIP code.

OR

[11] Designated Agent Code (*no-entry field*). This field indicates the assigned designated agent code.

OR

Bank Deposit (DD/EFT):

[12] Type Of Account (*no-entry field*). This field indicates the applicable code designating the type of bank account in which the monies are to be deposited. Valid codes are:

- C - checking
- S - savings

[13] Account Number (*no-entry field*). This field indicates the beneficiary claimant's account number.

[14] Routing Number (*no-entry field*). This field indicates the financial institution's identification number.

- To return to the Main Menu, press [PF1].
- To return to the Death Case Menu, press [PF2].
- To view data for the previous claimant, press [PF7].
- To view data for the next claimant, press [PF8].
- To display the Authorization screen (**Figure 35**), press [PF9].

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Viewing Claimant Disbursement Totals. At the Payment Inquiry screen (**Figure 39**), press [PF4]. The Payment Inquiry (*Totals*) screen (**Figure 40**) is displayed. This screen (1) displays the payments to be disbursed to each beneficiary claimant, (2) displays the amount of indebtedness, (3) displays the calculated amount to be disbursed to the beneficiary claimant, and (4) displays the disbursements to date and the amount remaining to be disbursed.

Press [Enter] to process the totals (Total Monies To Be Disbursed minus Employee Indebtedness).

- To display the Payment Inquiry screen (**Figure 39**), press [PF4].
- To display the Payment Inquiry By Claimant screen, press [PF10].

- To display additional payments, press [PF8].
- To return to the Death Case Menu, press [PF2].
- To return to the Main Menu, press [PF1].

Viewing Claimant Disbursement Data. At the Payment Inquiry screen (**Figure 39**), press [PF10]. The Payment Inquiry By Claimant screen (**Figure 41**) is displayed. This screen displays disbursement data for each beneficiary claimant.

- To view data for the next claimant, press [PF8].
- To view data for a previous claimant, press [PF7].
- To return to the Main Menu, press [PF1].
- To return to the Death Case Menu, press [PF2].
- To display the Payment Inquiry screen (**Figure 39**), press [PF9].

```

SX75013D          U S D A , O F M , NATIONAL FINANCE CENTER          XX/XX/XX
SCREEN 2 OF 3      SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)          13:05:12
                                DEATH CASE
                                PAYMENT INQUIRY

SSNO
NAME LAST          FIRST          MIDDLE
PAYROLL SUBTOTAL:

TAX CREDITS:                                HITS
                                           SOCIAL SECURITY
TOTAL NET PAYROLL/CREDITS:

DISBURSEMENT DATE:
MONIES -
    TO BE DISBURSED:          DISBURSED:
    SUSPENSE - IN:          OUT:

DEBTS - COLLECTED:          BILLED VIA ABCO:

PF1 = MAIN MENU      PF2 = DEATH CASE MENU      PF4 = DETAIL
PF7 = PREV RECORD    PF8 = NEXT RECORD          PF10 = NEXT SCREEN  CLEAR=EXIT
  
```

Figure 40. Payment Inquiry Screen (Totals)

```

SX75014D          U S D A , O F M , NATIONAL FINANCE CENTER          XX/XX/XX
SCREEN 3 OF 3      SPECIAL PAYROLL PROCESSING SYSTEM (SPPS)          17:15:09
                                DEATH CASE
                                PAYMENT INQUIRY BY CLAIMANT

SSNO
NAME: LAST          FIRST          MIDDLE
SSNO          CLAIMANT NO
NAME:
DISBURSEMENT AMOUNT          DATE          SCHD NUMBER
CHECK MAILING ADDRESS:
STREET ADDRESS 1:
    ADDRESS 2:
CITY          STATE          ZIP CODE
OR
DESIGNATED AGENT CODE
OR
BANK DEPOSIT (DD/EFT):
TYPE OF ACCOUNT
ACCOUNT NUMBER
ROUTING NUMBER    000000000

PF1=MAIN MENU  PF2=DEATH CASE MENU  PF7=PREV CLAIMANT  PF8=NEXT CLAIMANT
PF9=PREV SCREEN  PF10=PREV PAY RECORD  PF11=NEXT PAY PERIOD  CLEAR=EXIT
  
```

Figure 41. Payment Inquiry By Claimant Screen

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Remarks

Remarks is Option 6 on the Death Case Menu (**Figure 27**). This option is used to record pertinent claim information.

To select this option, key in **6** at the Select Option (1-7) prompt on the Death Case Menu. Press [Enter]. The Remarks screen (**Figure 42**) is displayed.

Complete the fields as follows:

1 **Remarks** (*optional, alphanumeric field; max. of 76 positions on 1st line, max. of 80 positions on lines 2 through 12*). Enter any information that is pertinent to

the claim (e.g., legal documents received or yet to be received, etc.).

2 **Function Code** (*required, alpha field; 1 position*). Key in the applicable function code. Valid codes are:

A - add
C - change
D - delete

Press [Enter]. The remarks are added, changed, or deleted.

- To return to the Main Menu, press [PF1].
- To return to the Death Case Menu, press [PF2].
- To refresh the screen, press [PF12].

SX75015D U S D A, O F M, NATIONAL FINANCE CENTER XX/XX/XX
SPECIAL PAYROLL PROCESSING SYSTEM (SPPS) 17:16:47
DEATH CASE
REMARKS

SSNO
NAME: LAST FIRST MIDDLE
1

FUNCTION CODE **2** (A=ADD C=CHANGE D=DELETE)

ENTER=PROCESS PF1=MAIN MENU PF2=DEATH CASE PF5=HELP PF12=RESET CLEAR=EXIT

Figure 42. Remarks Screen

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1st Two Digits Of Routing Number Invalid
ABCO Database Area Not Ready
A Calculation Must Be Done Before A Release
A Death Case Record Presently Recorded For This SSNO
A Disbursement Has Been Made; Only Options 6 And 7 Available
Age Must Be Numeric
Agency Not Found In Table
A Hold Distribution Must Be Placed On Claim Before A Release
All Debts And Payments Must Be Processed For Payment Release
Amount Cannot Be Zero
Amount In Arrears To Be Billed Through ABCO
A Quick Service Request Is Presently Recorded For This Employee. Only One Request Is Allowed.
A Quick Service Request Is Presently Recorded For This Pay Period. Only A Change Or Delete For This QSR Is Acceptable
Are You Sure That You Want To Delete This Record? Press Enter To Delete Or PF12 To Reset.
Area Code Must Be Numeric
A Release Payment Has Been Requested; Options 1 And 3 Not Available
Attempted Privacy Breach - Contact Security
Bank Routing EFT Number Has An Invalid Character
Base Salary Amount Must Be Numeric
Base Salary Amount Must Be Positive Amount
Base Salary Amount Too Small
Base Salary Is Invalid For Grade And Step Entered
Base Salary May Not Exceed Amount Recorded On Database
Base Salary May Not Exceed \$185,750.00
Base Salary Override Must Be "Y" Or A Space
Beneficiary Designation Added, PF8 For Authorization
Beneficiary Designation Modified, PF8 For Authorization
Calculation Complete - Record Stored
Cannot Add Duplicate Record
Cannot Add; Payment Certification Record Already Exists
Cannot Delete This Record
Cannot Find Record To Change
Cannot Modify Disbursement Record
Cannot Obtain DC-Basic Record
Cannot Obtain Ind-Basic Record
Cannot Process Blank Record
Cannot Release Record; Manual Pay Has Not Entered The Tax Credits For Leave
Cannot Reset Advance Leave Indicator While Tax Credit Exist
Cannot Store Disbursement Record
Cannot Store Duplicate Bill Numbers
Cannot Store Record Because Sick Leave Amount Would Be Too Great
Cannot Store Records Because Sick Leave Amount Is Too Great
Cannot Store Records With Duplicate Hourly Rates
Certification Has Been Added
Certification Has Been Deleted
Certification Record Deleted
Certification Record Does Not Exist - Please Enter
Certification Record Modified

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SPPS Edit Messages *(cont'd)*

Certification Record Updated
Check Account EFT Number Has An Invalid Character
Check Bank Account Number Has An Invalid Character
Check Bank Routing Number Must Be Numeric
Check Bank Routing Number And Account Number Are Not Equal
Check Bank Type Account Must Be "C" Or "S"
Check Type Account Must Be "C" Or "S"
City Name Contains Invalid Characters
Claim Allowed Date Is Less Than Review Date
Claim Is Not In A Pending Status
Claimant Added To Database
Claimant Age Must Be Numeric
Claimant Entered To Be Deleted Is Not On File
Claimant Has Been Updated
Claimant Record Deleted
▶ Claimant SSNO Cannot Begin With 78 Or 79; Please Reenter ◀
Confirm Death Case Is Completed - Re-Enter
Database Error DC-Basic
Date Cannot Be Greater Than Current Date
Date Must Be In Mo/Da/Yr Format
Date Must Be Numeric
Date Must Be Numeric And Valid
Date Must Be Within A Four Pay Period Range
Date Not Required When Not Signed And Witnessed
Date Of Death Must Agree With Separation Date
Date Of Death Required, Please Enter
DC-Basic Database Error
DC-Remarks Database Error
Death Case Entered To Be Deleted Is Not On File
Death Case Record Deleted
Death Case Remarks Deleted
Death Case Remarks To Be Deleted Is Not On File
Debts Exceed 99,999.99
Designated Agent Must Be Numeric
Designated Percent Must Be Numeric
Designated Percent Valid For Form 1152 Only
Disbursement Has Been Made, Record Cannot Be Deleted
Disbursement Record Has Already Been Released
Disbursement Record Stored
Document Number Must Be 1152, 1153 Or 1155
Duplicate Claimant SSNO Not Allowed
Employee Advanced Leave Indicator Set, But He Has No Leave Record
Employee Coded On Payroll As Death Case - QSR Not Allowed
Employee Has Forgiven Advanced Leave And Has A Tax Credit Amt.
Employee Has Leave Record, But Advanced Leave Indicator Not Set
Employee Must Be Separated In Order To Release Disbursement
Employee Not Active On Payroll During Requested Pay Period. QSR Not Allowed.
End Of Payment Inquiry List, PF4 For Summary Totals
Enter Agency Code

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SPPS Edit Messages *(cont'd)*

Enter Area Code
Enter A Valid Age For Claimant
Enter Authorization Data
Enter Beneficiary Selection And Function Code
Enter Check Account DD/EFT Number
Enter Check Bank Account DD/EFT Number
Enter Check Bank Routing Number
Enter Check Bank Type Account: "C" Or "S"
Enter Check Mail City Name
Enter Check Mail Line 1 Address
Enter Check Mail State Code
Enter Check Mail Street Address
Enter Check Mail Zip Code
Enter Claim Decision For Pending Legal Review
Enter Claimant Age
Enter Claimant Check Mail Information
Enter Claimant First Name
Enter Claimant Last Name
Enter Claimant Social Security Number
Enter Claimant Relationship
Enter Contact Person First Name
Enter Contact Person Last Name
Enter Date Signed
Enter Document Number
Enter Employee First Name
Enter Employee Last Name
Enter Explanation-Comments
Enter Function Code: "A", "C", Or "D"
Enter Function Code And Press Enter
Enter Grade Or Base Salary
Enter P=Pending Legal, O=Other Review
Enter Pay Period Number: "01" Thru "27"
Enter Pay Period Year
Enter Payment Reason Code
Enter Phone Number
Enter POI Number
Enter Remarks And Function Code, Press Enter
Enter Social Security Number
Enter SSNO, Agency And POI And Press Enter Key
Enter Step
Enter T&A Contact Point-City Code
Enter T&A Contact Point-State Code
Enter T&A Contact Point-Timekeeper Code
Enter T&A Contact Point-Unit Code
Enter Transaction Date
▶ Enter Valid SSNO ◀
Enter X For Claim Accepted
Enter X For Claim Denied
Enter Y=Yes, N=No To Release Distribution

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SPPS Edit Messages *(cont'd)*

Enter "Y" At One Of The Check Address Fields
Enter "Y" At Only One Of The Check Address Fields
Enter "Y" For Child Or Children
Enter "Y" For Executor Or Administrator
Enter "Y" For Receipt Of Court Documents
Enter Y Only For Calculations
Enter Y Only For Release Payments
Enter Y Or N For 1153/1155 Signed & Witnessed
Enter Y Or N For Final Payment
Enter Y Or N For Form 1152
Enter Y Or N For Hold Distribution
Enter Y Or N For Minor
Enter Y Or N Only
Error In Updating Bill-Seq-No
Function Code Must Be "A", "C" Or "D"
Grade Must Be Numeric Or Spaces
HITS Wages Must Be Greater Than Or Equal FICA Wages
Hold Status Not Allowed With Form 1152.
Hourly Rate Entered Is Greater Than Maximum
Hourly Rate Is Greater Than Maximum
Hourly Rate Must Be Greater Than 0
Hourly Rate Must Be Greater Than Zero
Hours Must Be Greater Than 0
Hours Must Be In 1/4 Hour Increments
Incorrect Accounting Station Code Entered Per Table 002
Incorrect Date Entered
Incorrect Function Code Entered
Ind-Basic Database Error
Indebtedness Database Unavailable
Invalid Accounting Information Entered
Invalid Accounting Station-Code
Invalid Accounting Station Code Entered
Invalid Acct Stat Or Accounting Entered
Invalid Agency Code Or POI Number
Invalid Claimant Age
Invalid Date Entered
Invalid Designated Agent
Invalid Format For Base Salary Amount
Invalid Format For Net Pay Amount
Invalid Function Code Entered
Invalid Grade
Invalid Option Selected
Invalid Pay Period Year
Invalid Payment Reason Code
Invalid Receipt Account Type Entered
Invalid SSNO For DC Database
Invalid Step
Invalid T&A Contact Point Code
Invalid Zip Code For The State Code

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SPPS Edit Messages *(cont'd)*

Manual Payment Recorded In System For This Pay Period
Marital Status Must Be Entered
Marital Status Must Equal M, D Or S
Minors Cannot Be Older Than 18
Must Enter One Level Of Check Mailing Information
Name Must Be Alphabetic
Net Pay Amount Must Be At Least \$5.00
Net Pay Amount Must Be Numeric
Net Pay Amount Must Be Positive Amount
Net Pay Amount Must Not Exceed \$5000.00
Net Pay Amount Too Small
No Claimant Pay Records Present
No Claimant Records Present, PF12 To Add Claimants
No More Claimants Present
No More Records Available
No More Sick Leave Records Available
No Positive Payments Are Available, Release Payment Cannot Be Made
No Record Currently Exists To Be Cancelled
No Salary Record Exists For SSNO Or Agency
Option 7 Available To NFC Personnel Only
Option 8 Available Only To NFC Personnel
Payment Are Recorded, Record Cannot Be Deleted
Payment Has Been Released Cannot Change
Payments Are Recorded, Record Cannot Be Deleted
Pay Period Number Must Be "01" Thru "27"
Pay Period Must Be Numeric
Payroll Check Issued For This Pay Period - QSR Not Allowed
Payroll Database Address Is Not Available, Please Specify Address
Payroll Payment Recorded For A Later Pay Period - QSR Not Allowed
Payroll/Personnel Database Not Ready Try Later
Percent Cannot Be Zero For Form 1152
Percentage Cannot Be Greater Than 100
PF7 To Page Backward, PF8 To Page Forward
PF7 To Page Forward For Additional Payments
Phone Number Must Be Numeric
Place Cursor At Field In Question And Press PF5
Please Confirm Document Receipt Below
Please Enter A Valid Function Code On Screen 1
Please Enter A Y Or N To
Please Enter Correct Minor Indicator
Please Enter Numeric Data
Please Enter Only One Beneficiary Selection
Please Enter One Level Of Check Mailing Information
Please Enter Only One Level Of Check Mailing Information
Please Enter Tax Year
Please Enter Valid Date
Please Enter Valid Function
Please Enter "Y" For Beneficiary Selection
Please Enter "Y" Or "N"

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SPPS Edit Messages *(cont'd)*

Please Enter "Y" Or "N" To Release Payment
Please Use "C" To Cancel A Disbursement Request
POI Number Must Be Numeric
Press Enter
Press PF5 To See Valid Relations
Problem In Obtaining Agency From Table
QSR History Record Is Not On File
QSR Record Deleted From File
QSR Record Entered To Be Changed Is Not Accessible
QSR Record Entered To Be Changed Is Not On File
QSR Record Entered To Be Deleted Is Not Accessible
QSR Record Entered To Be Deleted Is Not On File
Ready To Add A Payment Certification
Record Already Changed - Please Exit Screen
Record Already Exists
Record Already Stored - Please Exit Screen
Record Already Updated - Please Exit Screen
Record Cannot Be Found To Be Deleted
Record Cannot Be Found To Be Modified
Record Cannot Be Modified
Record Changed
Record Deleted
Record Has Been Modified
Record Must Be Established Before It Can Be Changed
Record Must Be Established Before It Can Be Deleted
Record Not Established On SPPS Database
Record(s) Processed
Record Stored
Record Updated
Remarks Has Been Added
Remarks Has Been Updated
Remarks Not On Database
Remarks Present On Database, Use Change Or Delete Only
Revalidate Social Security Number
Screen Selection Must Be "1" Or "2"
Screen Selection Must Be "1" Or "2" Or "3"
Screen Selection Must Be "1" Thru "3"
Screen Selection Must Be "1" Thru "7"
Security Violation
Select Menu Screen Option "1", "2", "3" And Press Enter Key
Select Menu Screen Option "1" Or "2" And Press Enter Key
Select Menu Screen "1" Thru "3" And Press Enter Key
Select Menu Screen Option "1" Thru "7" And Press Enter Key
Separation Date Must Be Entered
Separation Year Incorrect
SF Document Number Must Be Numeric
Social Security Number Must Be Numeric
SPPS System Error - Contact NFC ASD Personnel
SSNO Already Exists On Database

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SSNO Has Been Added To Database
SSNO Not On Ind-Basic Database
State Code Must Be Alphabetic
T&A Contact Point-City Code Must Be Numeric
T&A Contact Point-State Code Must Be Numeric
T&A Contact Point-Timekeeper Code Must Be Numeric
T&A Contact Point-Unit Code Must Be Numeric
Tax Credit Is present, But There Is No Outstanding Leave Balance
The Case Record Being Created Does Not Agree With Payroll Sep/Accession Type
The Case Record Established Does Not Agree With Payroll Sep/Accession Type
The Net Pay Amount Entered Is Greater Than The System Calculated Allowable Amount-Press Enter
 To Continue
There Is No Disbursement Request To Cancel
The Release Payment Request Has Been Cancelled
This Line Cannot Be Deleted
Transaction Date Must Be Numeric
Unable To Access Table 02 Acct Stat
Unable To Access Table 030
Unable To Calc DC-Basic Record
Unable To Change Record
Unable To Delete Basic Record
Unable To Delete Basic Record In \$Disburs
Unable To Delete QSR Record From File
Unable To Delete Record
Unable To Modify Basic Record
Unable To Modify Beneficiary Designation Record
Unable To Modify Certification Record
Unable To Modify DC-Basic
Unable To Modify Disbursement Record
Unable To Obtain Basic Record
Unable To Obtain DC-Clmt-Pay Record
Unable To Obtain DC-Tax-Amts
Unable To Obtain Record To Modify
Unable To Retrieve Bill No
Unable To Store DC-Claimant
Unable To Store Manual Payment Record
Unable To Store Record
Unable To Update Claimant Record
Unable To Update Record
Valid Pay Periods Include The Current Processing Pay Period And Three Previous Pay Periods
Warning: Manual Payment Already Recorded In DOTS. Press Enter To Continue
Warning: Manual Payment Has Been Recorded In DOTS
Warning - Please Verify That This Is A Death Case Prior To Establishing
Zip Code Must Be Numeric
Zip Code Must Not Be All Zeroes

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